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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

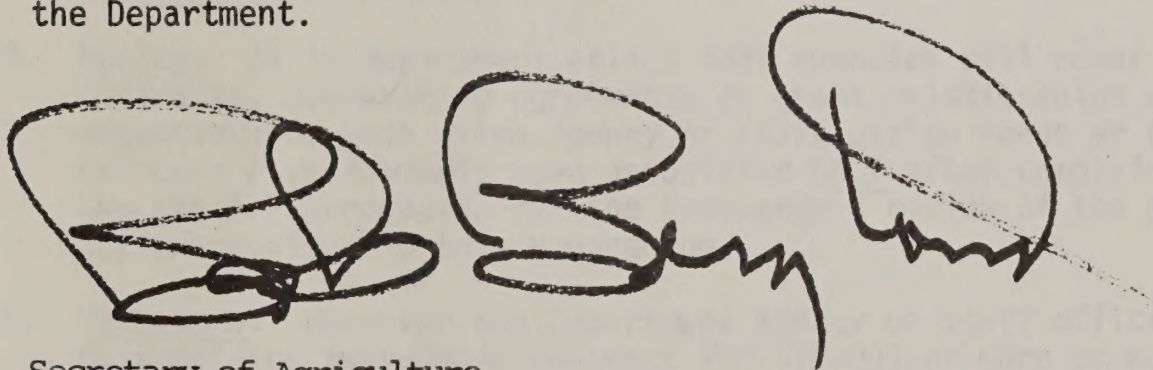
January 3, 1979

SECRETARY'S MEMORANDUM NO. 1969

Assistance to Small Farm Operators

It is the policy of this Department to encourage, preserve and strengthen the small farm as a continuing component of American agriculture. It is further the policy of the Department to provide, on its own initiative when appropriate, assistance which will enable small farmers and their families to expand the necessary skills for both farm and nonfarm employment to improve their quality of life. It is a priority of this Department to encourage small farm operators to participate more fully in all USDA programs.

By this memorandum there is established a policy committee on small farm assistance which will include the Assistant Secretaries and the Director of Economics, Policy Analysis and Budget. The Assistant Secretary for Rural Development will serve as chairman. This committee will establish, provide policy guidance and supervise a USDA working group comprised of representatives from the various agencies which will conduct small farm activities for the Department.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

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January 18, 1979

SECRETARY'S MEMORANDUM NO. 1970

Maintaining Public Confidence in Contract, Grant and Agreement Actions

1. Background. Every citizen is entitled to have confidence in the integrity of the decision making process of the Government. Ensuring this confidence is a responsibility of all employees. However, even a properly taken decision can damage citizen confidence when there are circumstances which give the appearance of impropriety. Such a set of circumstances, susceptible to misinterpretation, would be entering into a contract, grant or cooperative agreement relationship between an agency and an organization with which the responsible agency head or General Officer has formerly been associated.
2. Purpose. This memorandum establishes departmental policy and procedures to guide agency conduct in entering into grants, agreements and contracts with organizations which previously employed key Department officials.
3. Policy. It is Department policy that agencies will enter into contracts, cooperative agreements or grant relationships with organizations with which agency or staff office heads or General officers have formerly been associated ONLY after complying with the special procedures for the independent review of the proposed action provided in this memorandum.
4. Procedure. Whenever any Department agency or staff office contemplates awarding a contract for \$10,000 or more or entering into a grant relationship other than formula grants or a cooperative agreement with any organization with which a General Officer or agency or staff office head was formerly associated, that agency or staff office shall, before making any commitments, submit the proposed action for the following reviews:

First, to the Director, Office of Operations and Finance, for review to insure that the applicable provisions of the procurement, grant or agreement regulations have not been violated; and,

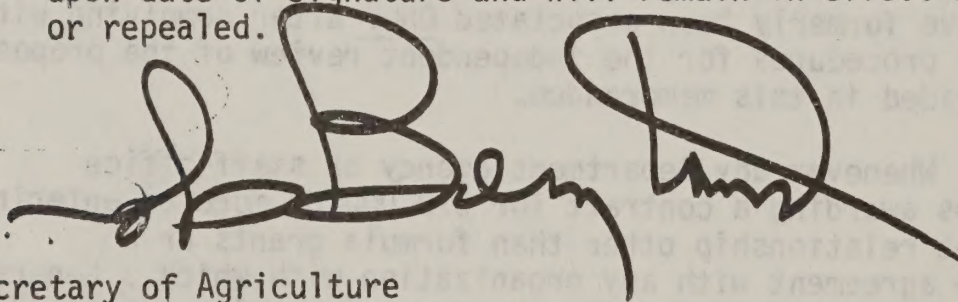
Second, to the Department Ethics Counselor, Office of General Counsel, to insure compliance with the Department's Standards of Conduct.

Any proposed contract, cooperative agreement, or grant will be deemed to fall within the purview of this memorandum if any General Officer or agency or staff office head has been affiliated with the organization involved as an owner, partner, officer, director, employee or consultant, and if he or she either:

- 1) Exercises line authority over the agency or staff office in question, or
- 2) Participates in the decision in any way such as through recommendation, consultation, approval or by being the deciding official.

Departmental personnel at all levels are encouraged to utilize the counseling and advisory services established in the Department under 7 CFR 0.735-3 (43 FR 43433) for assistance in resolving any uncertainties they may have in the application of the policy and procedures established by this memorandum.

5. Effective Date. The provisions of this memorandum are effective upon date of signature and will remain in effect until superseded or repealed.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture, is written over the text of the memorandum.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C. 20250

January 26, 1979

SECRETARY'S MEMORANDUM NO. 1971

USDA County Office Service, Location and Operation Policy

Purpose. To announce and implement a new USDA county office service, location and operation policy and to rescind all previous policies and procedures inconsistent with this new policy.

Background. Rural clients of five USDA activities are served through a network of county offices within rural areas. Four agencies (ASCS, FCIC, FmHA and SCS) have USDA funding of office facilities and one activity (CES) has local funding. These agencies have programs that are often interrelated and need close coordination. They also have many common clients. Prior years of USDA emphasis on interagency county office colocation and cooperation has resulted in over two-thirds of these offices currently being in common sites within counties. Other Federal, State and local agency offices have also effectively colocated with the above agencies in some instances. A recent USDA study shows this commendable progress is continuing but more supporting emphasis and assistance is needed in some counties.

County Office Service Policy Objective. It is important that all current and potential clients, as well as office employees be clearly aware of the USDA service policy. All organizational and bureaucratic considerations are secondary to the responsibility of providing the highest possible level of service to the public. This policy, as stated in this memorandum and attachment is to be provided to every USDA employee and made available to current and potential clients.

County Office Location and Operation Policy Objective. Within each county the existing USDA farmer-oriented agency offices of ASCS, CES, FCIC, FmHA and SCS should be located in a well designed building that is easily accessible to and has ample parking for clients. Other Federal, State, and local agencies should colocate with the five above when it is mutually beneficial and local situations permit. Agency

managers and supervisors are expected to work toward interagency cooperative activities that will: (1) most improve service to clients, (2) minimize interagency misunderstandings and (3) produce efficiencies in areas such as office building, equipment, communication, and program delivery in general. Systematic implementation of this policy is to continue over subsequent years until only justifiable exceptions remain as separate offices.

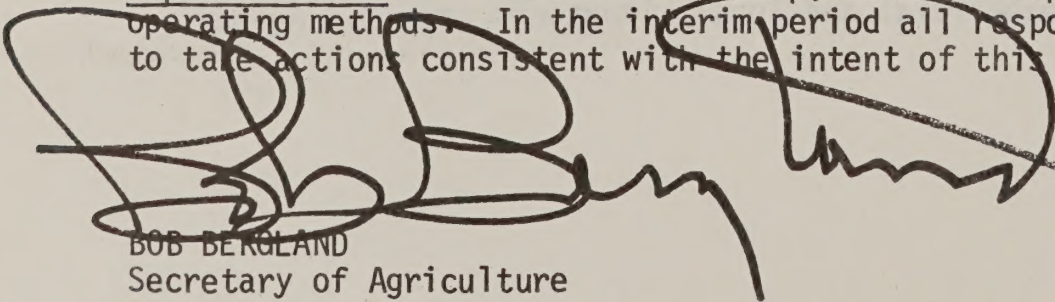
Policy Implementation.

Agency Responsibility. The involved agencies have participated in the development of this policy. Agency heads and their subordinate officials, from the national to the county level, are expected to effectively communicate, reinforce and implement this policy. Any internal management or administrative policies that cause constraints on colocation or resource sharing are to be modified to complement this policy. Except for CES, there are no fiscal or program constraints upon an agency providing staff assistance to another.

National Administrative Committee. A National Administrative Committee (NAC) comprised of the five Agency Administrators and chaired by the Assistant Secretary for Administration will serve as the Secretary's USDA headquarters forum for the establishment, implementation, monitoring and subsequent improvement of the minimum operating methods needed to carry out this policy. The methods developed will be carried out through line officials within each agency. Administrative committees at the State and county levels will serve as forums for coordination and problem resolution. Supervisory or middle-management (multi-county) levels should also be involved.

Decision Levels. The principal thrust of this policy is to provide direction and create conditions within agencies such that nearly all planning and actions on this subject are taken at the county level. Issues that may arise above the county level are expected to be constructively resolved at supervisory/middle-management level or the State level. Only significant issues of national importance would be resolved by the NAC.

Implementation. The NAC will develop, test and implement supporting operating methods. In the interim period all responsible managers are to take actions consistent with the intent of this policy.



BOB BERGLAND
Secretary of Agriculture

ATTACHMENT

USDA SERVICE POLICY

This office exists to serve farmers and members of the local community. Several USDA agencies have been colocated here to better serve you by:

Making USDA programs available to more potential clientele.

Providing close coordination for clients involved with more than one agency.

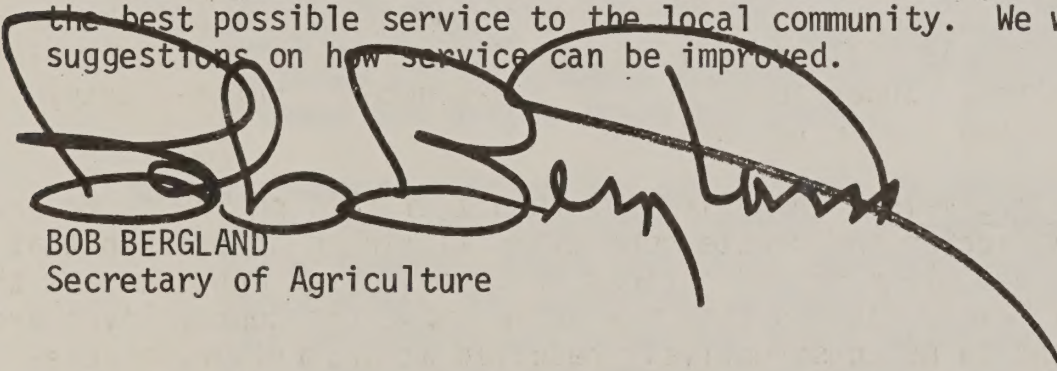
Assisting one another's clients when necessary.

Helping each other with the work itself.

Avoiding duplication and thereby save tax dollars.

Offering a higher level of service by making the maximum use of existing staff and facilities.

All USDA agencies are on the same USDA team. Our goal is to provide the best possible service to the local community. We welcome your suggestions on how service can be improved.



BOB BERGLAND
Secretary of Agriculture

ATTACHMENT

USA SERVICE POLICY

This office exists to serve farmers and members of the local community. Several USA agencies have been collected here to better serve you.

Working USA agencies available to you include:

1. Extension Service - provides information and assistance to farmers and rural communities.

2. Rural Electrification Administration - provides electricity to rural areas.

3. Farm Security Administration - provides financial assistance to farmers.

4. National Agricultural Experiment Station - conducts research on agriculture.

5. National Agricultural Library - provides information on agriculture.

6. National Agricultural Statistics Service - provides statistics on agriculture.

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Director of Service

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 5, 1979

SECRETARY's MEMORANDUM NO. 1972

Reorganization of the Office of Inspector General

Purpose and Authority. The Inspector General Act of 1978 (Public Law 95-452, 5 U.S.C. app.), approved by the President on October 12, 1978, legislated the establishment of an Office of Inspector General within the Department, and expanded the authorities and responsibilities of the Office I re-established March 23, 1977. The Act states that the Inspector General shall be appointed by the President, by and with the advice and consent of the Senate. The Act mandates that the Inspector General will:

- (1) provide policy direction and conduct, supervise, and coordinate audits and investigations relating to the programs and operations of the Department;
- (2) review existing and proposed legislation and regulations and make recommendations to the Secretary and Congress regarding the impact such initiatives will have on the economy and efficiency of the Department's programs, and operations and the prevention and detection of fraud and abuse in such programs;
- (3) recommend policies for and conduct, supervise or coordinate other activities in the Department whose purposes are to promote economy and efficiency or prevent and detect fraud and abuse;
- (4) recommend policies for and conduct, supervise or coordinate relationships between the Department and other Federal, State and local Government agencies concerning: (a) promoting economy and efficiency; (b) preventing and detecting fraud and abuse; and (c) identifying and prosecuting people involved in fraud or abuse; and,
- (5) keep the Secretary and the Congress fully and currently informed about fraud, other serious problems, abuses and deficiencies in Department programs and operations; recommend corrective action; and report on the progress made in correcting the problems.

ORGANIZATION / (OIG)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

February 14, 1935

Mr. C. W. Clegg, Director, FBI

REPLY TO YOUR LETTER OF FEBRUARY 14, 1935

Dear Sir: The Department of Agriculture has received your letter of February 14, 1935, regarding the matter of the proposed amendment to the Federal Food, Drug, and Cosmetic Act, which would require the labeling of food products with the name of the manufacturer. The Department is currently studying this proposal and will advise you of the results of its study in the near future.

Very truly yours,
Secretary of Agriculture

The Department of Agriculture is currently studying the proposed amendment to the Federal Food, Drug, and Cosmetic Act, which would require the labeling of food products with the name of the manufacturer. The Department is currently studying this proposal and will advise you of the results of its study in the near future.

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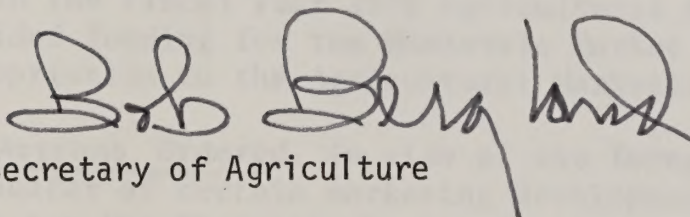
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Very truly yours,
Secretary of Agriculture

Historical Background. An Office of Inspector General with audit and investigative functions was first established by Secretary Freeman in 1962. In January 1974 these functions were transferred to newly created Offices of Audit and Investigation. I re-established the Office of Inspector General in March 1977 and transferred the Office of Audit and the Office of Investigation to the new unit.

Implementation. To implement the Inspector General Act of 1978, the following actions are being taken:

1. The Office of Inspector General is being reorganized to permit more effective dispatch of the functions set forth in the Inspector General Act of 1978.
2. The Office of Audit and Office of Investigation, and all existing OIG staff offices except the Foreign Operations Staff are being abolished.
3. Functions of the abolished offices and those set forth in the Inspector General Act are being transferred to newly created Assistant Inspectors General for (a) Auditing, (b) Investigations, (c) Administration, Congressional Reporting and Liaison, and (d) Planning, Research and Evaluation.
4. The field units of the Office of Inspector General will be headed by Regional Inspectors General for Auditing and for Investigations.

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Secretary of Agriculture

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 16, 1979

SECRETARY'S MEMORANDUM NO. 1973

Transfer of the Wholesale Market Development Program
to Agricultural Marketing Service

I Policy. In keeping with the provisions of the Agricultural Marketing Act of 1946, and the fiscal year 1979 Agricultural Appropriation Act, I have approved a plan for the transfer of certain Science and Education Administration programs to the Agricultural Marketing Service.

II Background. In enacting the Agricultural Marketing Act of 1946, it was the stated policy of Congress to promote "a scientific approach to the problems of marketing, transportation and distribution of agricultural products similar to the scientific methods utilized so successfully...in connection with the production of agricultural products" and authorized the Secretary to consolidate marketing functions in the Department of Agriculture "into a single administrative agency." This was done through the establishment of the Agricultural Marketing Service.

In 1964 the marketing activities of the USDA were separated into: service activities (marketing orders, market news, grades and standards remained in AMS); economics (marketing economics, costs and margins, etc., transferred to the Economic Research Service); and market quality, engineering, and physical distribution research (transferred to the Agricultural Research Service).

In the fiscal year 1979 Agricultural Appropriation Act the Congress provided funding for the Wholesale Market Development Program in the appropriation to the Agricultural Marketing Service.

III Actions Ordered. In view of the foregoing, I have determined that a transfer of certain marketing development activities is essential to carry out the Wholesale Market Development Program. I am, therefore, transferring the activities listed below along with all of the authorities, responsibilities and personnel necessary to effectively administer and discharge the functions, duties, activities and responsibilities ordered to be transferred.

IV Functions and Activities to be Transferred. The following functions and activities are to be transferred to the Agricultural Marketing Service:

1. The Office of Chairman, Agricultural Marketing Research Institute, SEA;

2. The Food Distribution Laboratory, SEA, responsible for conduct of studies of facilities and methods used in the physical distribution of food and other farm products;

3. The Marketing Operations Laboratory, SEA, responsible for studies designed to improve handling of all agricultural products as they move from farms to consumers; and,

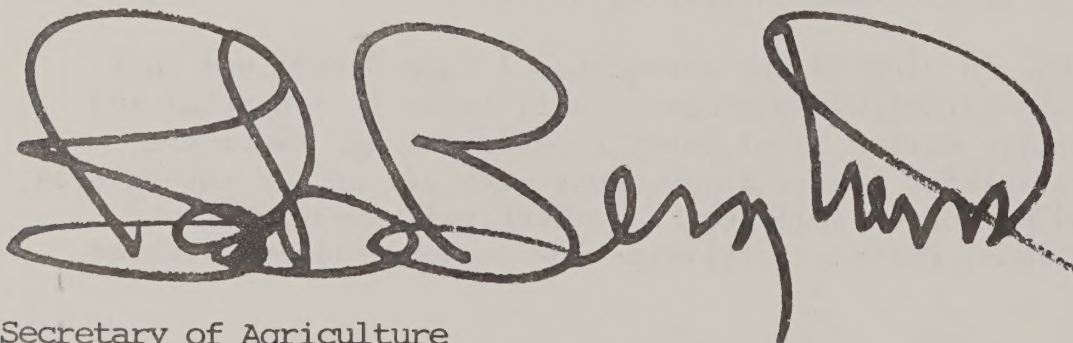
4. The Animal Products Marketing Laboratory, SEA, responsible for the application of presently available scientific knowledge to the solution of practical problems encountered in the marketing of dairy, poultry, and meat products.

V Implementation. Implementation shall begin immediately and the Assistant Secretary for Marketing and Transportation Services and the Assistant Secretary for Conservation, Research and Education shall take such actions as are necessary to see that the ordered changes are implemented within 90 days.

VI Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget will make such transfer of funds, records, property and personnel as are involved in the organizational assignments made in this memorandum. The Agricultural Marketing Service will be responsible for the acquisition and ordering of space and ceilings necessary to implement this memorandum.

VII Existing Directives. Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of the memorandum remain in full force and effect.

VIII Codification. The delegations of authority and the assignments of duties and responsibilities made in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 27, 1979

SECRETARY'S MEMORANDUM NO. 1974

Security Procedures, Controls and Practices

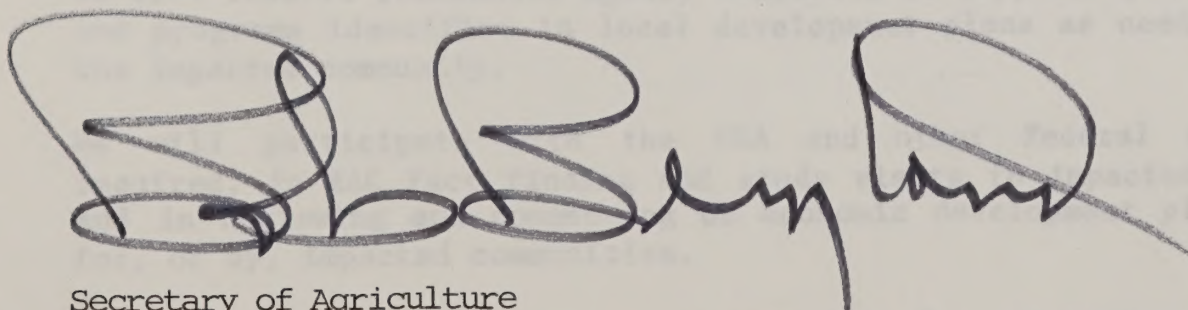
This memorandum expresses my full support of a stronger computer security system within the Department. I strongly urge all managers, especially Assistant Secretaries and Administrators, to place more emphasis on computer security to insure that all USDA employees and contractor personnel comply with existing Departmental security standards and procedures.

The Office of Inspector General recently completed a review of security at the Washington Computer Center and several user agencies. The review found that important and sensitive data was not protected as required by the Privacy Act of 1974 and that unauthorized access of such data had occurred. The review also found a need for top level managers to become more involved in the development of standards related to data security, and the follow up needed to insure that procedures are implemented to comply with such standards.

Although the Inspector General's review pertained mainly to computer security, it also, in conjunction with prior studies and the new OMB Circular A-71, highlighted the need for a strong security system in all areas of the Department's operation.

All personnel are reminded that the Assistant Secretary for Administration has the responsibility and authority to establish the necessary mechanisms to monitor and enforce all security standards and procedures involving ADP activities within the Department. This includes coordination among all USDA agencies having responsibility for developing or monitoring ADP security systems. Accordingly, operational weaknesses and recommendations for improvement in security procedures should be referred promptly to that office.

This Secretary's Memorandum is effective immediately.

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Secretary of Agriculture

SECURITY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 27, 1979

SECRETARY'S MEMORANDUM NO.

Security Procedures, Controls and Practices

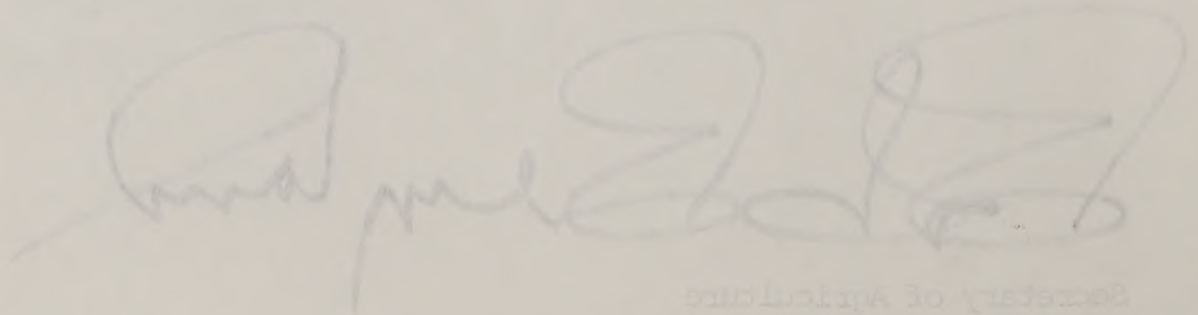
This memorandum expresses my full support of a stronger computer security system within the Department. I strongly urge all managers, especially Assistant Secretaries and Administrators, to place more emphasis on computer security to insure that all USDA employees and contractors personally comply with existing Departmental security standards and procedures.

The Office of Inspector General recently completed a review of security at the Washington Computer Center and several user agencies. The review found that important and sensitive data was not protected as required by the Privacy Act of 1974 and that unauthorized access of such data had occurred. The review also found a need for more level managers to become more involved in the development of standards related to data security, and the following needed to insure that procedures are implemented to comply with such standards.

Although the Inspector General's review pertained mainly to computer security, it also, in conjunction with prior studies and the new OMB Circular A-XI, highlighted the need for a strong security system in all areas of the Department's operation.

All personnel are reminded that the Assistant Secretary for Administration has the responsibility and authority to establish the necessary mechanisms to monitor and enforce all security standards and procedures involving ADR activities within the Department. This includes coordination among all USDA agencies having responsibility for developing or monitoring ADR security systems. Accordingly, operational weaknesses and recommendations for improvement in security procedures should be referred promptly to that office.

This Secretary's Memorandum is effective immediately.



Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 5, 1979

SECRETARY'S MEMORANDUM NO. 1975

USDA Participation in Work of The President's
Economic Adjustment Committee

Purpose: The purpose of this memorandum is to restate the Department's commitment to be an active member of the President's Economic Adjustment Committee (EAC) and to cooperate fully with the Office of Economic Adjustment (OEA) of the Department of Defense, (the EAC staff) and all other Federal agencies that comprise the President's Economic Adjustment Committee whenever that Committee is involved in helping a community adjust to a military base closure or some other action by the Department of Defense that has an adverse impact on the community.

Reemphasizing the role of this Department in work of the Economic Adjustment Committee stems from Executive Order 12049 of March 1978 in which the President stressed the need for full and timely cooperation of all EAC agencies in assisting Defense impacted communities. The Defense impacts can result in a great loss of jobs and income, or on the other hand a rapid substantial build-up of population and employment. In any event, the economies of both urban and rural areas can be greatly affected. The purpose of EAC, since 1970, has been to develop coherent and comprehensive assistance programs to alleviate the negative social and economic impacts of changing Defense activities in affected areas.

Policy: USDA will fully support economic adjustment programs and work with other EAC members in order to provide a timely response to the needs of Defense impacted communities.

The Department of Agriculture will furnish headquarters staff and regional personnel specific guidelines for handling agency programs that may be used in Defense economic adjustment efforts.

We will reserve reasonable agency resources to support specific projects and programs identified in local development plans as needed to assist the impacted community.

We will participate with the OEA and other Federal agencies, as required, in EAC fact finding and study visits to impacted communities and in reviewing and commenting on economic development plans prepared for, or by, impacted communities.

We will delineate reporting arrangement for management and public information purposes that would identify agency contributions and achievement in the adjustment process.

Implementation: Since development is primarily accomplished at the local level, I am asking that State Rural Development Committees (SRDC's) examine the various projects that arise in their areas and that they determine the ways in which the Department's resources can best be utilized to help local people help themselves. Regional Commissions (Title V of the Economic Development Act) also should be informed of all situations that affect them. Agencies in this Department must respond to requests from both the SRDC's and the Commissions.

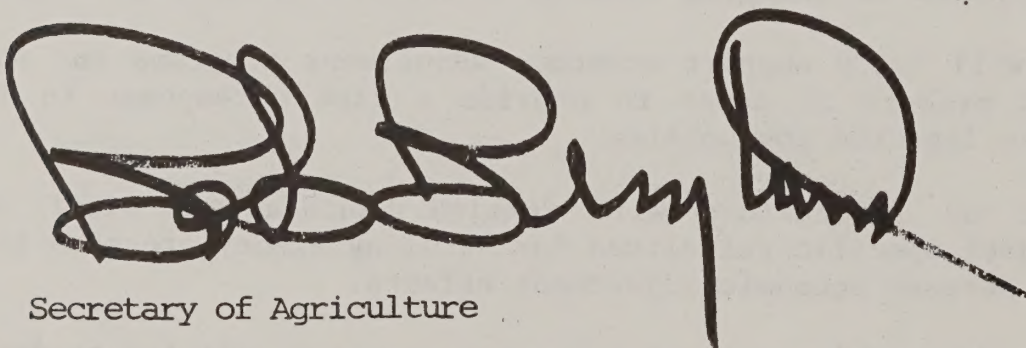
The Assistant Secretary for Rural Development has been appointed to represent the Department in these matters. The Assistant Secretary, who also chairs the Inter-Departmental Rural Development Committee and who represents the Department, on the national level, with the Regional Commissions, will provide guidance to and coordination among these groups, the agencies which are not represented in their memberships, and the EAC.

The Assistant Secretary for Rural Development, as required, also will contact USDA agencies capable of providing assistance to Defense impacted areas and request the following actions:

a. Designation of an agency representative to work with the Office of Economic Adjustment, other EAC agencies and local officials of the impacted community.

b. Development of a systematic process that assures speedy and preferential treatment in handling applications from impacted communities.

c. An assessment of the impact of Defense activity, identifying specific projects that one or more units of USDA might support, and determining the availability of funds to help finance needed projects.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 5, 1979

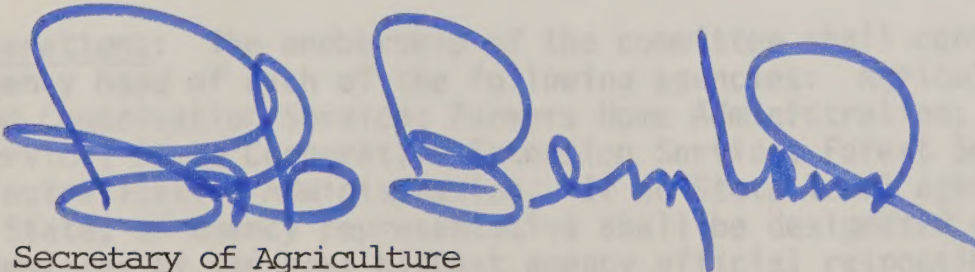
SECRETARY'S MEMORANDUM NO. 1976

JOINT COMMISSION ON GUAYULE RESEARCH AND COMMERCIALIZATION

Section 4 of the Native Latex Commercialization Act of 1978 (P.L. 95-592), established a Joint Commission on Guayule Research and Commercialization and further specified the representation from the various Executive Agencies involved.

The Joint Commission will consist of three members from this Department, three members from the Department of Commerce, one from the National Science Foundation, and one from the Bureau of Indian Affairs of the Department of the Interior. The Secretary of Agriculture, as specified in P.L. 95-592, will designate an employee of the Department of Agriculture to serve as Chairman of the Joint Commission for the first two-year period following enactment and thereafter the Chairmanship will rotate with the Department of Commerce on a two-year cycle.

This will be an interdepartmental group charged with 1) developing a plan establishing goals, timetables, and tasks to be undertaken in carrying out the purposes of the Act; 2) establishing broad policy for implementing the plan; 3) establishing criteria for evaluating and awarding contracts for research, development, and demonstration projects; and 4) reviewing and advising the Secretaries with respect to grants, contracts, and other project expenditures. The Joint Commission was established by Congress to carry out the above functions on a continuing basis.



Secretary of Agriculture

COMMITTEES *(Commission on Guayule Research and Commercialization)*



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

March 5 1975

SECRETARY'S MEMORANDUM FOR THE SECRETARY

JOINT COMMISSION ON CATTLE RANCHING AND RANCHING ACTIVITIES

Section 4 of the National Cattle Ranching Act of 1975 (P.L. 93-524), established a Joint Commission on Cattle Ranching and Ranching Activities and authorized the Secretary to conduct a study of the various economic activities involved.

The Joint Commission will consist of three members from the Department of Agriculture, one from the National Science Foundation, and one from the Bureau of Indian Affairs. The Secretary of the Department of Agriculture will serve as Chairman of the Joint Commission for the first one-year period following enactment and thereafter the Chairmanship will rotate with the Secretary of Commerce on a two-year cycle.

This will be an interdepartmental group charged with (1) developing a plan establishing goals, objectives, and tasks to be undertaken in carrying out the purposes of the Act; (2) establishing broad guidelines for the plan; (3) establishing criteria for evaluation and awarding contracts for research, development, and demonstration projects; and (4) reviewing and advising the Secretary on projects, contracts, and other project expenditures. The Joint Commission was established by Congress to carry out the purposes of the Act on a continuing basis.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 13, 1979

SECRETARY'S MEMORANDUM NO. 1977

State Policy Coordination and Administration Committee

1. Purpose: The purpose of this memorandum is to establish a Policy Coordination and Administration Committee in all States, the Virgin Islands and the Commonwealth of Puerto Rico in order to facilitate the Department's responsibilities and expectations with regard to interagency actions in the State.
2. Background: At the present time, the Department's responsibilities and expectations for interagency actions on numerous topics and issues are carried out by a variety of separate, independent committees, task forces, and groups created at the request of the Department or by its constituent agencies. Currently at the State level, there are separate committee structures for rural development, USDA emergency programs, emergency preparedness in case of civil or natural disasters, land use, energy conservation, administrative matters and a variety of other areas. The same USDA State level agency heads are frequently asked to serve on all of these groups. At recent meetings with the USDA State level agency heads, concern was expressed about the number of interagency committees and task groups on which they are asked to serve. It may be more efficient for staff members to be assigned to some of these State committees in order for the State level agency head to focus more on the overall interagency coordination aspects at the State level. In order to provide such a coordination mechanism for USDA State level agency heads, a USDA interagency committee on Policy Coordination and Administration is being established in each State.
3. Function: The function of the State Policy Coordination and Administration Committee shall include, but not necessarily be limited to ensuring the necessary coordination of interagency actions needed to carry out Department policy or as may be needed to comply with local initiatives. This may include organizing and coordinating appropriate committees and task forces to deal with specific topics or needs.
4. Operations: The membership of the committee shall consist of the State level agency head of each of the following agencies: Agricultural Stabilization and Conservation Service; Farmers Home Administration; Soil Conservation Service; State Cooperative Extension Service; Forest Service; and the Rural Electrification Administration. If no State level agency head is located in a State, an agency representative shall be designated as a member of the committee by the next highest agency official responsible for that State. The heads of all other departmental agencies operating in a State may also designate an appropriate representative to serve with the above-listed agencies.

COMMITTEES

(State Policy Coordination and Administration)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, DC 20250

March 13 1977

Secretary's Memorandum No. 1977

State Policy Coordination and Administration Committee

1. Purpose: The purpose of this memorandum is to establish a Policy Coordination and Administration Committee in all States, the Virgin Islands and the Commonwealth of Puerto Rico in order to facilitate the Department's policies, activities and expenditures with regard to interagency actions in the State.
2. Background: At the present time, the Department's responsibilities and expenditures for interagency actions on various topics and issues are carried out by a variety of separate independent committees, task forces, and groups created at the request of the Department or by the constituent agencies. Currently at the State level, there are separate committees structured for rural development, USAID emergency programs, emergency procedures in case of civil or natural disasters, food use, animal conservation, administrative matters and a variety of other areas. The USAID/State level agency heads are frequently asked to serve on all of these groups. At present, members of the USAID/State level agency heads committee are asked to serve on the number of interagency committees and task forces on which they are asked to serve. It may be more efficient for each agency to be assigned to some of these State committees in order for the State level agency head to focus more on the overall interagency coordination needed at the State level. In order to provide such a coordination mechanism, the USAID/State level agency heads, a USAID interagency committee on Policy Coordination and Administration is being established in each State.
3. Function: The function of the State Policy Coordination and Administration Committee shall include, but not be limited to, ensuring the necessary coordination of interagency actions related to policy and management policy or as may be needed to comply with local initiatives. This may include organizing and coordinating interagency committees and task forces to deal with specific topics or needs.
4. Organization: The membership of the committee shall consist of the State level agency head of each of the following agencies: Agricultural Station and Conservation Service, Forest Service, Soil Conservation Service, State Cooperative Extension Service, Forest Service, and the Rural Electrification Administration. If no State level agency head is located in a State, an agency representative shall be designated as a member of the committee by the next highest agency official responsible for that State. The heads of all other departmental agencies operating in a State may also designate an appropriate representative to serve with the above-listed agencies.

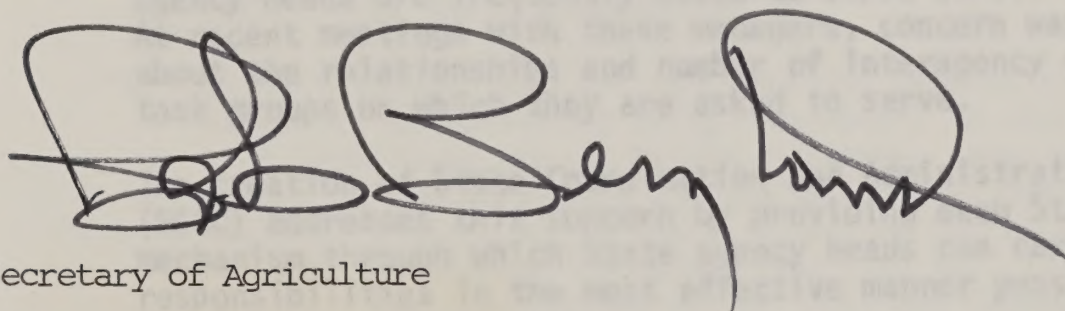
The committee shall elect annually a chairperson and shall develop the necessary operating procedures to carry out the functions described above. The committee shall meet at least quarterly or at the call of the chairperson. Member agencies shall provide information relating to programs of their agencies and shall provide the necessary staff assistance.

In some of the areas requiring interagency coordination, an individual agency may be designated lead responsibility by the State Policy Coordination and Administration Committee. Committees and task groups already in existence within a State may be authorized to fulfill the need for interagency coordination in a specific area.

All existing committees and task forces established at the State level for Departmental interagency coordination shall be reviewed annually by the State Policy Coordination and Administration Committee to determine the need for continuing the committee functions.

All recommendations, reports or other actions regarding the State Policy Coordination and Administration Committee shall be coordinated as necessary with the Assistant Secretaries and the appropriate agency administrators.

5. Existing Directives: Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.



Secretary of Agriculture

2. Function and authority. The State Coordination and Administration Committee shall function as the primary USDA interagency forum in each State. The best means for carrying out all interagency responsibilities shall be determined by the Committee unless otherwise specified by the Assistant Secretary. The State Coordination and Administration Committee shall designate task groups and committees, or its own committees of the whole, to carry out interagency responsibilities in all areas (e.g., rural development, land use, wildlife resources, nutrition and operation). The SCAC may decide to continue working committees in some areas.

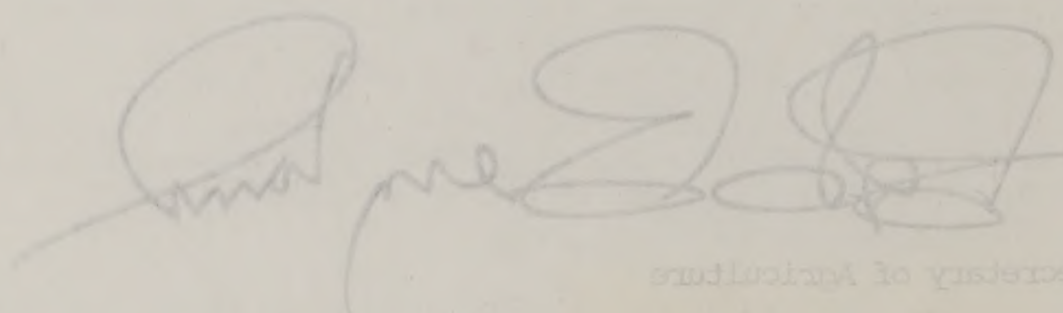
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All existing committees and task forces established at the State level for departmental interagency coordination shall be reviewed annually by the State Policy Committee and Administration Committee to determine the need for continuing the committee functions.

All recommendations, reports or other actions regarding the State Policy Committee and Administration Committee shall be coordinated as necessary with the Assistant Secretaries and the appropriate agency administrators.

5. Existing Directives: Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 11, 1979

SECRETARY'S MEMORANDUM NO. 1977, REVISED

State Coordination and Administration Committee

1. Purpose: The purpose of this memorandum is to establish a Coordination and Administration Committee in all States, the Virgin Islands and the Commonwealth of Puerto Rico to facilitate the Department's responsibilities and expectations with regard to interagency actions in the State.
2. Background: Interagency actions on numerous topics and issues presently are carried out by a variety of separate, independent committees, task forces, and groups created at the request of the Department or by its constituent agencies. At the State level, there are separate committee structures for rural development, USDA emergency programs, emergency preparedness in case of civil or natural disasters, land use, energy conservation, administrative matters and a variety of other areas. USDA State level agency heads are frequently asked to serve on all of these groups. At recent meetings with these managers, concern was expressed about the relationships and number of interagency committees or task groups on which they are asked to serve.

The creation of State Coordination and Administration Committees (SCAC) addresses this concern by providing each State with a mechanism through which State agency heads can carry out interagency responsibilities in the most effective manner possible.

3. Function and authority: The State Coordination and Administration Committee shall function as the primary USDA interagency forum in each State. The best means for carrying out all interagency responsibilities shall be determined by the Committee unless otherwise specified by me or the Deputy Secretary. The State Coordination and Administration Committee shall designate task groups and committees, or sit as a committee of the whole, to carry out interagency responsibilities in all areas (e.g., rural development, land use, office service, location and operation). The SCAC may decide to continue existing committees in these areas.

COMMITTEES

(State Coordination and Administration)

SECRETARY'S MEMORANDUM NO. 1977, REVISED

State Coordination and Administration Committee

1. Purpose: The purpose of this memorandum is to establish a Coordination and Administration Committee in all States, the Virginia State and the Commonwealth of Puerto Rico to facilitate the Department's responsibilities and negotiations with regard to interagency actions in the State.

2. Background: Interagency actions on numerous topics and issues frequently are carried out by a variety of separate, independent committees, task forces, and groups created at the request of the Department or by its constituent agencies. At the State level, there are separate committee structures for rural development, USAID emergency programs, emergency preparedness in case of civil or natural disasters, land use, energy conservation, administrative matters and a variety of other areas. USAID State level agency heads are frequently asked to serve on all of these groups. At recent meetings with these managers, concern was expressed about the relationships and number of interagency committees or task groups on which they are asked to serve.

The creation of State Coordination and Administration Committees (SCAC) addresses this concern by providing each State with a mechanism through which State agency heads can carry out interagency responsibilities in the most effective manner possible.

3. Function and authority: The State Coordination and Administration Committee shall function as the primary (USAID) interagency forum in each State. The best means for carrying out all interagency responsibilities shall be determined by the Committee unless otherwise specified by the Deputy Secretary. The State Coordination and Administration Committee shall determine task groups and committees, or act as a committee of the whole, to carry out interagency responsibilities in all areas (e.g., rural development, land use, office service, location and operation). The SCAC may decide to continue existing committees in those areas.

Interagency committees operating in such functional areas shall continue to follow the policies already set forth in associated Secretary's Memoranda and directives (e.g., Secretary's Memoranda No. 1979, 1827, 1971, 1969). In these instances, communications to the national level shall continue to follow established channels. Other communications relating to SCAC interagency matters shall flow between the SCAC chairperson and the Deputy Secretary.

The SCAC will be responsible for providing the Deputy Secretary with joint position statements, description of local conditions, status reports or similar input, as requested or as deemed necessary by the SCAC, to improve coordination of field program delivery and assure effective use of Department resources. From time to time, the Deputy Secretary may assemble administrators of the involved agencies to jointly consider such information provided by the State Coordination and Administration Committees.

The authority of the SCAC is limited as follows:

- a. There shall be no delegation by State or regional agency heads of primary responsibilities directly assigned to them in other issuances. These are responsibilities which must continue to be addressed by State agency heads themselves rather than their representatives.
 - b. It is intended that the SCAC and its related groups function primarily as operating units. However, in the event that such committees should become advisory, laws and regulations governing the structure and use of Federal advisory committees shall be adhered to in their formation and operation. These include the Federal Advisory Committee Act, Title XVIII of the Food and Agriculture Act of 1977 and Executive Order 12044 (public participation).
4. Operations: The membership of the Committee shall consist of the State or regional USDA agency head of each agency involved in regulation or the delivery of services at the State or local level. In most instances these agencies will include: Agricultural Stabilization and Conservation Service; Farmers Home Administration; Soil Conservation Service; Federal Crop Insurance Corporation; State Cooperative Extension Service; Food and Nutrition Service; Economics, Statistics and Cooperatives Service; and Rural Electrification Administration. If no State level agency head is located in a State, as with the Forest Service, an agency representative shall be designated as a member of the Committee by the next highest agency official responsible for that State.

Interagency committees operating in such functional areas shall continue to follow the policies already set forth in associated Secretary's Memoranda and directives (e.g., Secretary's Memoranda No. 1979, 1857, 1971, 1969). In these instances, communications to the national level shall continue to follow established channels. Other communications relating to RMA interagency matters shall flow between the SCAC chairman and the Deputy Secretary.

The SCAC will be responsible for providing the Deputy Secretary with joint position statements, description of local conditions, status reports or similar items, as requested or as deemed necessary by the SCAC, to improve coordination of field program delivery and assure effective use of Department resources. From time to time, the Deputy Secretary may request administrators of the involved agencies to jointly consider such information provided by the State Coordination and Administration Committee.

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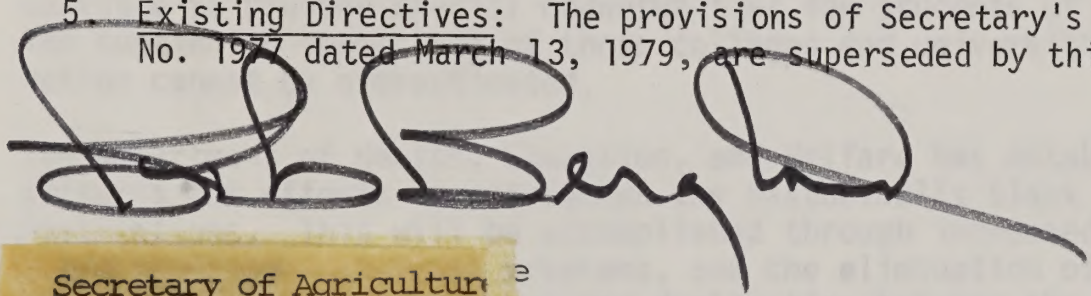
- a. There shall be no delegation by State or regional agency heads of primary responsibilities directly assigned to them in other agencies. These are responsibilities which must continue to be addressed by State agency heads themselves rather than their representatives.
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The Committee shall elect annually a chairperson and shall develop the necessary operating procedures to carry out the functions described above. The Committee shall meet at least quarterly or at the call of the chairperson. Member agencies shall provide information relating to programs of their agencies and shall provide the necessary staff assistance.

In some of the areas requiring interagency coordination, an individual agency may be designated lead responsibility by the State Coordination and Administration Committee. Existing committees and task groups within a State may be authorized by the SCAC to fulfill the need for interagency coordination in a specific area.

All existing committees and task forces established at the State level for Departmental interagency coordination shall be reviewed annually by the State Coordination and Administration Committee to determine the need for continuing the committee's functions. An accounting of all active committees and a description of their membership shall be made to the Deputy Secretary no later than November 1 of each year. No other regular reporting is established at this time.

5. Existing Directives: The provisions of Secretary's Memorandum No. 1977 dated March 13, 1979, are superseded by this issuance.



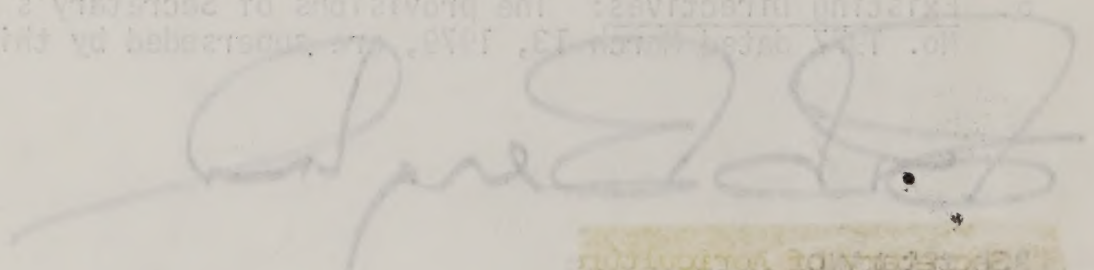
Secretary of Agriculture

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Existing Directives: The provisions of Secretary's Memorandum No. 127 dated March 13, 1979, are superseded by this issuance.



Secretary of Agriculture
Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 12, 1979

SECRETARY'S MEMORANDUM NO. 1978

STRENGTHENING HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

1. PURPOSE. This Memorandum establishes departmental policy to promote the strengthening of historically black colleges and universities. It is supportive of President Carter's pledge in his January 17, 1979, Memorandum For the Heads of Executive Departments and Agencies. This policy is designed to enhance the strength and prosperity of historically black colleges in contributing to the Nation's social, economic and educational life.

2. BACKGROUND. President Carter has made it clear that this Administration has a strong commitment to the Nation's historically black colleges. Numbering approximately one hundred, they have played and continue to play a unique and important role in providing educational opportunities to thousands of students. They have made strong contributions in the past when there were no other avenues open to the overwhelming majority of black students. Even now they continue to provide special opportunities for students of all races. The continuing importance of these colleges and universities to the Nation cannot be overestimated.

The Department of Health, Education, and Welfare has established criteria for efforts to strengthen the historically black public institutions. This will be accomplished through increased financial support, new and expanded programs, and the elimination of educationally unnecessary program duplication between the black colleges and their traditional white counterparts.

Efforts of this nature are required to ensure that these colleges are able to participate fully in the educational and social progress of our Nation.

The Department of Agriculture has a number of programs wherein the historically black colleges can participate. We have the organizational structure, leadership capability, and the professional and technical skills essential to advise and assist these important institutions.

3. IMPLEMENTATION.

a. There is hereby established a task force for developing a USDA strategy for strengthening the historically black colleges.

EDUCATION /

March 12 1978

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3. IMPLEMENTATION.

4. There is hereby established a task force for developing a USDA strategy for strengthening the historically black colleges.

ENCLOSURE

The task force will be chaired by the Assistant Secretary for Administration. The Assistant Secretary for Administration will coordinate the selection of task force members with other general officers in the Department having programs or actions impacting on black colleges. Task force personnel will be at the level of decision-making authority.

b. The task force will provide the leadership for:

(1) Conducting a thorough review of the operations within the Department to ensure that historically black institutions are being given a fair opportunity to participate in Federal grant and contract programs. Ensuring that an affirmative effort is made to inform black colleges of the opportunity to apply and compete for grants and contracts. Particular attention should be given to identifying and eliminating barriers that have resulted in reduced participation in and benefits from Federal programs by these colleges.

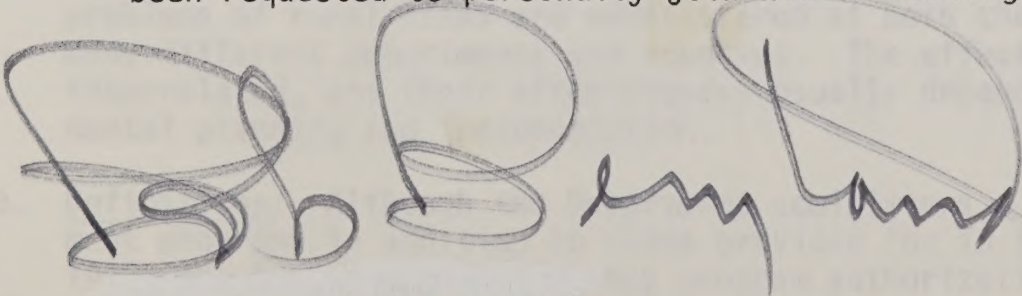
(2) Identifying areas where historically black institutions can participate more effectively in departmental activities. Consider, for example, small research contracts or grants which can be let without competition, and new or existing cooperative education programs which facilitate minority student access to Federal employment.

(3) Establishing, where appropriate, goals and timetables for increased participation of historically black colleges in the activities of the Department. These goals should reflect targets for increased expenditures beyond fiscal 1978 levels.

(4) Establishing a forum for continuing consultation with representatives from the historically black colleges and universities. Planning visits and other efforts to familiarize appropriate staff with the unique and indispensable resources at black colleges.

Mr. Louis Martin, Special Assistant to President Carter, in cooperation with the Secretary of Health, Education, and Welfare, will monitor the implementation of this program governmentwide. The Assistant Secretary for Administration has been appointed the liaison person to oversee these activities for USDA.

President Carter will review periodically progress made toward increasing access of historically black colleges to all Federal agencies. We have been requested to personally join him in meeting this objective.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture mentioned in the text below.

Secretary of Agriculture

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Mr. Louis Martin, Special Assistant to President Carter, in cooperation with the Secretary of Health, Education, and Welfare, will monitor the implementation of this program governmentwide. The Assistant Secretary for Administration has been requested to assign a person to oversee these activities for USDA.

President Carter will review periodically progress made toward increasing access of historically black colleges to all Federal agencies. We have been requested to personally join him in meeting this objective.

SECRETARY OF AGRICULTURE
Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 21, 1979

SECRETARY'S MEMORANDUM NO. 1979

Statement on Rural Development

1. Purpose: This memorandum sets forth departmental policy to improve economic opportunity and the quality of life in rural America. This memorandum replaces Secretary's Memorandum 1667, dated November 7, 1969, and all supplements.
2. Background: Despite recent indicators of improvement, rural America continues to have substantial economic, environmental, institutional, and social problems. Some areas have chronic poverty, others are trying to cope with rapid growth, while still others are experiencing gradual decline and stagnation. Because of their size and dispersion, rural areas are greatly affected by economic and demographic fluctuations and, in many instances, have only limited institutional capacity and technical and financial resources to cope with such changes.

In recent years, numerous departmental rural development efforts have been initiated either by legislation, Executive Order, Secretary's Memorandum, or Administrative Regulation. Congress, in the Rural Development Act of 1972, recognized that the revitalization and health of rural America is a matter of critical national concern and directed the Secretary of Agriculture to address that concern in all of the Department's activities and programs and to provide leadership to national rural development efforts. The Act provided authorization for funding of an extensive program of assistance to rural areas. In Section 603(a), the Act added rural development to the mission of the Department and to the duties of the Secretary of Agriculture. Section 603(b) directs that the Secretary of Agriculture provide leadership and coordination for rural development. This directive reads as follows: "The Secretary of Agriculture is authorized and directed to provide leadership and coordination within the executive branch and shall assume responsibility for coordinating a nationwide rural development program utilizing the services of executive branch departments and agencies and the agencies, bureaus, offices, and services of the Department of Agriculture in coordination with rural development programs of State and local governments."

The broad-range governmental programs that are available to assist with the problems of rural areas are administered at both the Federal and State levels by many different departments and agencies. The effects of these programs are interrelated, and their effectiveness usually depends on concerted intergovernmental planning and implementation.

3. Definitions: Although the Department administers a wide range of rural development programs in addition to those provided for in the Rural Development Act of 1972, the Act, along with agency program authorizations and regulations, provides guidance and directions for defining rural, rural development, and the roles of

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, DC 20250

March 21, 1972

202 Secretary's Memorandum No. 1

Statement on Rural Development

1. Purpose: This memorandum sets forth departmental policy to improve economic opportunity and the quality of life in rural America. This memorandum replaces Secretary's Memorandum No. 1, dated November 1, 1969, and all supplements.

2. Background: Despite recent indicators of improvement, rural America continues to have substantial economic, environmental, institutional, and social problems. Some areas have chronic poverty, others are trying to cope with rapid growth, while still others are experiencing gradual decline and stagnation. Because of their size and dispersion, rural areas are greatly affected by economic and demographic fluctuations and, in many instances, have only limited institutional capacity and technical and financial resources to cope with such changes.

In recent years, numerous departmental rural development efforts have been initiated either by legislation, Executive Order, Secretary's Memorandum, or Administrative Regulation. Congress, in the Rural Development Act of 1972, recognized that the revitalization and health of rural America is a matter of critical national concern and directed the Secretary of Agriculture to address that concern in all of the Department's activities and programs and to provide leadership to national rural development efforts. The Act provided authority for the Department to provide assistance to rural areas. In Section 603(a), the Act added rural development to the mission of the Department and to the duties of the Secretary of Agriculture. Section 603(b) directs that the Secretary of Agriculture provide leadership and coordination for rural development. This directive reads as follows: "The Secretary of Agriculture is authorized and directed to provide leadership and coordination within the executive branch and shall assume responsibility for coordinating a nationwide rural development program utilizing the services of executive branch departments and agencies, offices, bureaus, and services of the Department of Agriculture in coordination with rural development programs of State and local governments."

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those involved in rural development activities. Rural is generally defined as those areas which lie outside standard metropolitan statistical areas (SMSA's), as well as the more sparsely settled areas within SMSA's. Rural development is the deliberate actions of communities, groups, and individuals to improve income levels, to provide adequate housing and a variety of essential community facilities and services, and to enhance economic and social opportunities for rural people.

Section 603 of the Act defines the Secretary of Agriculture's role as that of providing leadership and coordination to the Nation's rural development efforts by: (1) advocating rural development within the executive branch and with State and local governments and the private sector; (2) establishing rural development goals and reporting on progress made in attaining these goals, and (3) facilitating actions by which rural residents can initiate and carry out necessary steps in the rural development process.

These steps include:

- Determining their goals and objectives.
- Establishing priorities.
- Developing and implementing strategies and programs designed to achieve goals and objectives.
- Marshaling resources from public and private sources in terms of dollars, manpower, and effort.

These definitions and roles make it clear that effective rural development requires planning, negotiating, and program development and implementation at the local, State, and Federal levels, and the development and maintenance of a process within which these activities can occur.

4. Goals: The national rural development goals are to:

1. Improve rural income levels and increase rural employment opportunities.
2. Improve the access of rural residents to adequate housing and essential community facilities and services.
3. Provide a more equitable distribution of opportunities through targeting efforts on distressed areas, communities, and people.
4. Create and implement a process for involving the private sector and local, State, and Federal agencies in establishing policies and programs that affect rural areas.
5. Strengthen the planning, management, and decisionmaking capacity of public and private institutions concerned with economic opportunity and quality of life in rural America.

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Section 503 of the Act defines the Secretary of Agriculture's role as that of providing leadership and coordination to the Nation's rural development efforts by: (1) advocating rural development within the executive branch and with State and local governments and the private sector; (2) establishing rural development goals and reporting on progress made in attaining these goals; and (3) facilitating actions by which rural residents can initiate and carry out necessary steps in the rural development process.

These steps include:

- Determining their goals and objectives.

- Establishing priorities.

- Developing and implementing strategies and programs designed to achieve goals and objectives.

- Transferring resources from public and private sources in terms of dollars, manpower, and effort.

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4. Create and implement a process for involving the private sector and local, State, and Federal agencies in establishing policies and programs that affect rural areas.
5. Strengthen the planning, management, and decision-making capacity of public and private institutions concerned with economic opportunity and quality of life in rural America.

5. Policy: Each agency of the Department that conducts programs related to rural development will give aggressive leadership and assistance to meeting the national rural development goals. The agencies of the Department will help strengthen the ability of local and State public and private agencies to be more responsive to the needs and desires of rural people. The programs of the Department will be directed towards helping distressed rural areas, communities, and people, especially those with limited incomes, minorities, and the aged, by helping provide a more equitable distribution of opportunities and access to essential services and facilities.
6. Implementation: Each agency will: (1) at the beginning of each fiscal year, identify how its programs, services, and technical assistance will contribute to rural development goals and, (2) at the end of each fiscal year, evaluate and report its contributions to rural development goals to its administrator. Both reports will be made available to other USDA agencies and to the Assistant Secretary for Rural Development.

Interdepartmental

The interdepartmental Assistant Secretaries Working Group for Rural Development has been established by the regulations implementing the Rural Development Act as the primary vehicle for coordination of national rural development policy among departments. The Assistant Secretary for Rural Development is designated chairman of the working group and the Farmer's Home Administration Office of Rural Development Policy Management will provide core staff support.

In meeting the leadership and coordination responsibility of Section 603 of the Rural Development Act, the Assistant Secretary for Rural Development will:

- Promote cooperation among Federal departments and agencies and involve them in formulating and implementing policies, strategies, and programs.
- Provide a forum for consideration of mutual problems concerning Federal programs and activities affecting rural areas and for the exchange of information needed to achieve coordination of rural development efforts.
- Identify rural development problems of particular States, regions, or localities which require interagency or intergovernmental coordination.

Intradepartmental--National Level

A USDA Rural Development Coordinating Committee is hereby established as a vehicle for coordinating rural development policy and activities within the Department of Agriculture and assisting State committees with their rural development responsibilities. The committee will be chaired by the Assistant Secretary for Rural Development. The Assistant Secretary for Conservation, Research, and Education will be vice-chairman. The members of the committee will be the administrative heads and/or their associate or deputy of: (1) Agricultural Stabilization and Conservation Service, (2) Economics, Statistics,

2. Policy: Each agency of the Department that conducts programs related to rural development will give aggressive leadership and assistance to meeting the national rural development goals. The mission of the Department will help strengthen the ability of local and State, county and private agencies to be more responsive to the needs and desires of rural people. The program of the Department will be directed toward helping distressed rural areas, communities, and people, especially those with limited income, minorities, and the aged, by helping provide a more equitable distribution of opportunities and access to essential services and facilities.

3. Implementation: Each agency will: (1) At the beginning of each fiscal year, identify new programs, services, and technical assistance will contribute to rural development goals; and (2) At the end of each fiscal year, evaluate and report its contributions to rural development goals to the Administrator. Such reports will be made available to other USDA agencies and to the Assistant Secretary for Rural Development.

Interdepartmental

The Interdepartmental Assistant Secretary Working Group for Rural Development has been established by the President to implement the Rural Development Act as the primary vehicle for coordination of national rural development policy and activities. The Assistant Secretary for Rural Development is designated as the working group and the Farmer's Home Administration Office of Rural Development Policy Management will provide core staff support.

In meeting the leadership and coordination responsibilities of Section 502 of the Rural Development Act, the Assistant Secretary for Rural Development will:

- Promote cooperation among Federal departments and agencies and involve them in formulating and implementing policies, strategies, and programs.
- Provide a forum for consideration of mutual problems concerning Federal programs and activities affecting rural areas and for the exchange of information needed to achieve coordination of rural development efforts.
- Identify rural development problems of particular States, regions, or localities which require interagency or intergovernmental coordination.

Interdepartmental-National Level

A USDA Rural Development Coordinating Committee is hereby established as a vehicle for coordinating rural development policy and activities within the Department of Agriculture and assisting State committees with their rural development responsibilities. The committee will be chaired by the Assistant Secretary for Rural Development. The Assistant Secretary for Conservation, Research, and Education will be vice-chairman. The members of the committee will be the administrative heads and/or their associate or deputy of: (1) Agricultural Station and Conservation Service, (2) Economics, Statistics,

and Cooperatives Service, (3) Farmers Home Administration, (4) Forest Service, (5) Rural Electrification Administration, (6) Soil Conservation Service, (7) Science and Education Administration, and (8) the Office of Transportation. The deputy directors of the Science and Education Administration for Extension, Cooperative Research and Agriculture Research will also be members. Other USDA agencies may be asked to participate on an ad hoc basis. The chairman of the USDA Rural Development Coordinating Committee will establish a meeting schedule and establish procedures and subcommittees as needed to carry out assignments. This committee will establish a common format for the actions required in the implementation section of this Memorandum.

The purpose of the USDA Rural Development Coordinating Committee is to facilitate cooperative and supportive planning and programming among individual USDA agencies for targeting on national rural development goals; to advise the Secretary and the Assistant Secretary on rural development policy and program issues; and to assist the State Rural Development Coordinating Committees with their rural development efforts. The Committee will also provide frequent communications from the Department through the State Rural Development Coordinating Committees to regional, State, and field offices of USDA agencies to assure consistent understanding and application of the Department's policies and objectives related to rural development. The Committee will also coordinate with State level USDA policy and administrative committees to facilitate the coordination of related program delivery within States.

A working group is hereby established to aid the USDA Rural Development Coordinating Committee. The chairman of the Rural Development Coordinating Committee will appoint an executive secretary for the Committee, who will also serve as chairman of the working group. Each member agency will assign a person to serve on the working group and to provide staff assistance to the USDA Rural Development Coordinating Committee. Temporary or intermittent assignment of additional staff resources will be made, by the member agencies where needed, to supplement the staff team.

Intergovernmental--State Level

The USDA State Policy Coordination and Administration Committee will arrange for the establishment of rural development coordinating committees at the State level. Each State coordination committee is to select its own chairman. The agency chairing the State Rural Development Coordinating Committee will arrange for the necessary staff support for the administrative work of the Committee.

For accomplishing the major substantive work of the Committee, it is recommended that specific subcommittees or task forces be established that focus on one or another subject area within rural development. Agencies with particular program responsibilities (for example, FmHA in housing or community facilities, or Extension in research and education) should be encouraged to assume leadership for convening those subcommittees or task forces.

and Cooperative Services (2) Farmers Home Administration, (3) Forest Service, (4) Rural Electrification Administration, (5) Soil Conservation Service, (6) Science and Education Administration, and (7) United States Department of Agriculture. The Deputy Director of the Science and Education Administration has been designated as the USA agency to be asked to participate on an ad hoc basis. The Director of the USA Rural Development Administration will establish a working group to carry out the study and develop recommendations and suggestions as needed to carry out the study. This committee will establish a working group for the study and report to the Administration section of the USA Department.

The purpose of the USA Rural Development Administration is to facilitate cooperative and supportive planning and programming with individual USA agencies for carrying out national rural development goals to achieve the economic and social development of rural areas. The USA Rural Development Administration will assist the State Rural Development Coordinating Committee with its rural development efforts. The Committee will also provide financial assistance from the Department through the State Rural Development Coordinating Committee to regional, state, and local offices of USA agencies to carry out projects. Understanding and coordination of the Department's policies and objectives related to rural development. The Committee will also coordinate with State level USA policy and administrative committees in facilitating the coordination of related programs with State.

A working group is being established to aid the USA Rural Development Administration. The Chairman of the Rural Development Coordinating Committee will appoint an executive secretary for the Committee, who will also serve as Chairman of the working group. Each member agency will assign a member to serve on the working group and to provide staff assistance to the USA Rural Development Coordinating Committee. Temporary or intermittent assignment of additional staff resources will be made, by the member agencies when needed, to augment the staff team.

Interagency - State Level

The USA State Policy Coordination and Administration Committee will arrange for the establishment of rural development coordination committees at the State level. Each State coordination committee is to select its own Chairman. The agency chairing the State Rural Development Coordinating Committee will arrange for the necessary staff support for the administrative work of the Committee.

For accomplishing the major substantive work of the Committee it is recommended that specific subcommittees or task forces be established that focus on one or another subject area within rural development. Agencies with particular expertise or responsibilities (for example, with housing or community facilities, or extension in research and education) should be encouraged to assume leadership for convening these subcommittees or task forces.

Statement on Rural Development

5

The State Rural Development Coordinating Committee will:

1. Support the establishment of a governor's rural development council or similar structure for rural development policy management within a State government.
2. Work with the governor's council and/or other appropriate agencies in the State to develop State and local rural development strategies.
3. Develop strategies for targeting USDA resources and encouraging other Federal and State agencies to cooperatively target their programs on locally determined rural needs.
4. Assist the State government-designated substate planning and development agencies in their efforts to determine needs and priorities for rural areas and to develop program implementation strategies.
5. Assist other local development organizations to plan and implement programs.
6. Establish substate and/or local USDA rural development committees as needed to respond to local needs and to reach the targeted populations.
7. Develop and implement a process to evaluate the effectiveness of local cooperative USDA rural development activities.
8. Identify salient State and local rural development issues, concerns, and recommendations and bring them to the attention of the national level USDA Rural Development Coordinating Committee.

Bob Bergland
Secretary

cc:
AD-Nagle
AD-Rock
SEC-H. McArthur Singletary
SEC-EC&R ✓

FmHA:AD:PM:PDU:JKlement:tls, extension 74550, January 22, 1979

THE STATE'S POLICY ON RURAL DEVELOPMENT

1. The State's policy on rural development is based on the following principles:

2. The State's policy on rural development is based on the following principles:

3. The State's policy on rural development is based on the following principles:

4. The State's policy on rural development is based on the following principles:

5. The State's policy on rural development is based on the following principles:

6. The State's policy on rural development is based on the following principles:

7. The State's policy on rural development is based on the following principles:

8. The State's policy on rural development is based on the following principles:

9. The State's policy on rural development is based on the following principles:

10. The State's policy on rural development is based on the following principles:

11. The State's policy on rural development is based on the following principles:

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 21, 1979

SECRETARY'S MEMORANDUM NO. 1980

International Agreements

Section 708 of P.L. 95-426, enacted October 7, 1978, amended section 112b of title 1, United States Code, relating to international agreements. Prior to the amendment, section 112b required the Secretary of State to submit to Congress the text of international agreements (with certain exceptions) within sixty days of entry into force. It also provided that any department that entered into an international agreement transmit the text of the agreement to the Department of State not later than twenty days after it was signed.

The amendment provided (1) that not later than March 1, 1979, and at yearly intervals thereafter, the President shall transmit to the Congress a report with respect to each international agreement which during the preceding year was transmitted to Congress after the expiration of the sixty day period; and (2) that no international agreement may be signed or otherwise concluded on behalf of the United States without prior consultation with the Secretary of State.

This information should be brought to the attention of all Departmental personnel with responsibilities for the negotiation and conclusion of international agreements.

The Foreign Agricultural Service is hereby assigned the responsibility of providing the necessary liaison between the Department and the Department of State with respect to the provisions of section 112b of title 1, United States Code. The FAS contact is the Assistant Administrator, International Trade Policy (hereafter, the Assistant Administrator). The Department of State is preparing implementing regulations to carry out the above cited provisions. Until the regulations are issued, the following shall apply:

FOREIGN RELATIONS

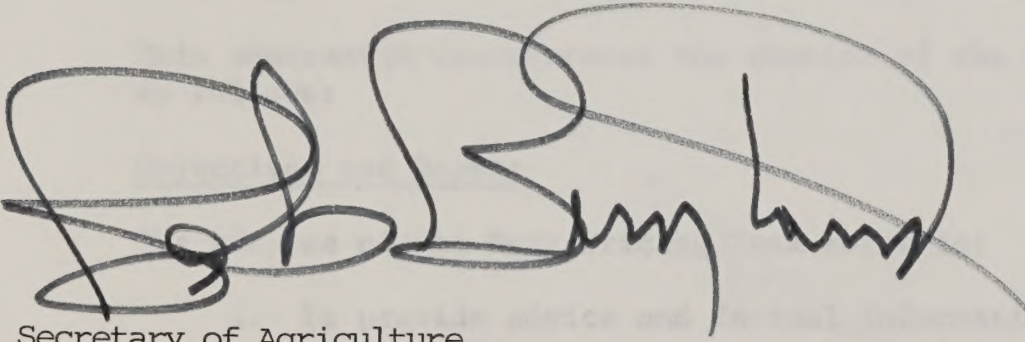
- 2 -

1. Two copies of proposed international agreements shall be forwarded to the Assistant Administrator prior to conclusion or signature for the requisite consultation with the Department of State.

2. Two copies of any international agreement entered into during calendar year 1978 shall be submitted to the Assistant Administrator immediately. Negative reports are required.

3. Copies of all agreements entered into after December 31, 1978, shall also be submitted immediately to the Assistant Administrator. Copies of all international agreements entered into after the date of this Memorandum shall be submitted to the Assistant Administrator within five days of their execution.

4. The Assistant Administrator shall be responsible for arranging the necessary consultation with the Department of State prior to conclusion or signature of all international agreements, and for forwarding copies of all executed international agreements to the Department of State within twenty days of their execution.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture mentioned in the text below it.

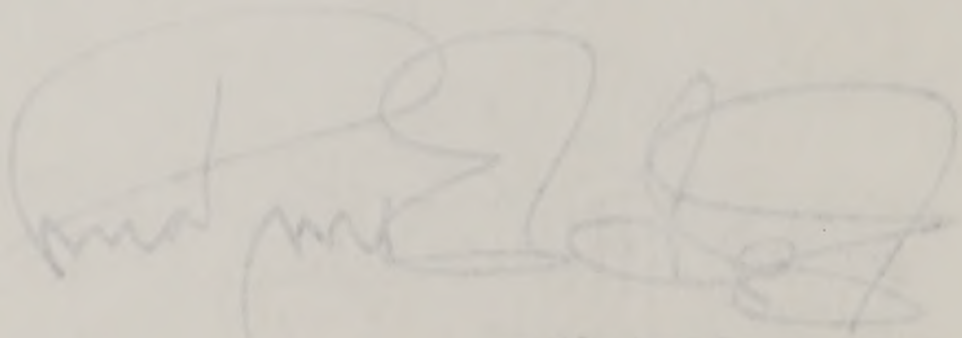
Secretary of Agriculture

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2. Two copies of any international agreement entered into during calendar year 1978 shall be submitted to the Assistant Administrator immediately. Negative reports are required.

3. Copies of all agreements entered into after December 31, 1978, shall also be submitted immediately to the Assistant Administrator. Copies of all international agreements entered into after the date of this Memorandum shall be submitted to the Assistant Administrator within five days of their execution.

4. The Assistant Administrator shall be responsible for arranging the necessary consultation with the Department of State prior to conclusion or signature of all international agreements, and for forwarding copies of all executed international agreements to the Department of State within twenty days of their execution.



Secretary of Agriculture

22

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 30, 1979

SECRETARY'S MEMORANDUM NO. 1981

The Meat Pricing Task Force

The Meat Pricing Task Force is hereby established. Establishment is in the public interest in connection with duties imposed upon the United States Department of Agriculture by law. The purpose of this Task Force is to advise and furnish factual information to the Secretary of Agriculture with respect to meat marketing, including such factors as pricing and price reporting. The Task Force will serve an essential function.

Membership will be balanced in terms of points of view to be represented. It is anticipated that the Task Force will consist of ten members. Members will represent the public sector, meat packer, meat retailer, and meat broker activities. Also livestock producer and feeder activities will be represented along with animal scientists from major colleges or universities. To the extent practicable, the Task Force will have ethnic, racial and sexual balance.

This memorandum incorporates the charter of the Meat Pricing Task Force as follows:

Objectives and Scope:

The purpose of the Meat Pricing Task Force is:

1. To provide advice and factual information to the Secretary of Agriculture as to constructive improvements in meat marketing, including meat pricing and price reporting;
2. To provide advice and factual information to the Secretary of Agriculture so that he may determine USDA response to anticipated proposed legislation regarding meat marketing; and
3. To provide advice and factual information to the Secretary of Agriculture so that he may determine whether USDA should seek legislation relative to current methods of meat marketing.

Time Period Necessary to Carry Out Purpose and Termination Date:

The Task Force shall terminate 180 days after the date this charter is signed.

COMMITTEES (*Meat Pricing*)

Committee Reports To:

The Secretary of Agriculture through the Agricultural Marketing Service (AMS), Packers and Stockyards.

Support Provided By:

Packers and Stockyards, Agricultural Marketing Service.

Duties:

Members will advise and furnish factual information to the Secretary of Agriculture as set forth above under "Objectives and Scope." The responsibility for final decisions, however, remains with the Secretary of Agriculture in accordance with existing law and regulations.

Estimated Annual Operating Costs:

This estimate includes all private and public funds to be spent by or on behalf of the Task Force. Members may be reimbursed by the Agricultural Marketing Service, Packers and Stockyards, for their travel and per diem expenses.

- a. Federal funds which will be used to support, directly or indirectly, the operation of the Task Force \$ 2,000
 - b. Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Task Force \$60,000
 - c. Travel expenses including per diem or subsistence, which will be incurred by Task Force members and Department representatives in attending meetings of the Task Force, including travel performed in support of the Task Force's operation \$25,000
 - d. All expenses which will be paid by sources outside the Government, including, but not limited to, those paid by the Task Force members or their employers, corporations, organizations, associations, or labor organizations \$22,500
- Total cost \$109,500
- Total staff year of support 1.5

The Committee on the Status of the Nation's Forests (1992) found that the nation's forests are in a state of decline.

Summary of Findings

Forests are the nation's most important natural resource.

Findings

Forests are the nation's most important natural resource. They provide a wide range of benefits, including timber, wildlife, recreation, and water. The Committee found that the nation's forests are in a state of decline, with a significant loss of forest land and a decline in the health of the remaining forests.

Recommendations

The Committee recommends that the following actions be taken to protect and restore the nation's forests: (1) protect forest land from conversion to other uses; (2) improve forest management practices; (3) restore degraded forest land; and (4) increase public participation in forest management decisions.

1. Protect forest land from conversion to other uses. The Committee found that a significant amount of forest land has been converted to other uses, such as agriculture, urban development, and industry. This conversion has resulted in a significant loss of forest land and a decline in the health of the remaining forests.

2. Improve forest management practices. The Committee found that many forest management practices are outdated and inefficient. This has resulted in a decline in the health of the forests and a loss of timber and other forest products. The Committee recommends that forest management practices be improved to ensure the long-term health and productivity of the forests.

3. Restore degraded forest land. The Committee found that a significant amount of forest land has been degraded by logging, fire, and other factors. This degraded land is often left idle, which prevents it from regenerating and providing the same benefits as healthy forest land. The Committee recommends that degraded forest land be restored to its original state, which will help to improve the health of the forests and increase the production of timber and other forest products.

4. Increase public participation in forest management decisions. The Committee found that the public has little say in the management of the nation's forests. This is a problem because the public has a right to know what is being done to the forests and to have a say in the decisions that affect them. The Committee recommends that the public be given a greater role in forest management decisions, which will help to ensure that the forests are managed in a way that is consistent with the public's interests.

These recommendations are intended to provide a framework for the development of a national forest policy.

These recommendations are intended to provide a framework for the development of a national forest policy.

The Task Force will hold three meetings, involving hearings presided over by a person designated by the Secretary, at Omaha, Nebraska, Amarillo, Texas, and Washington, D.C. A possible fourth meeting and hearing will be held at Denver, Colorado. It is anticipated that there will be two additional meetings of the Task Force. All meetings will be open to the public.

Officers and Membership:

Members will be appointed by the Secretary of Agriculture and will serve for the life of the Task Force. The Assistant Secretary for Marketing and Transportation Services will serve as the Chairperson. The Deputy Administrator for the Packers and Stockyards Program will serve as Vice-Chairperson. A staff member of the Packers and Stockyards Program will serve as Executive Secretary.

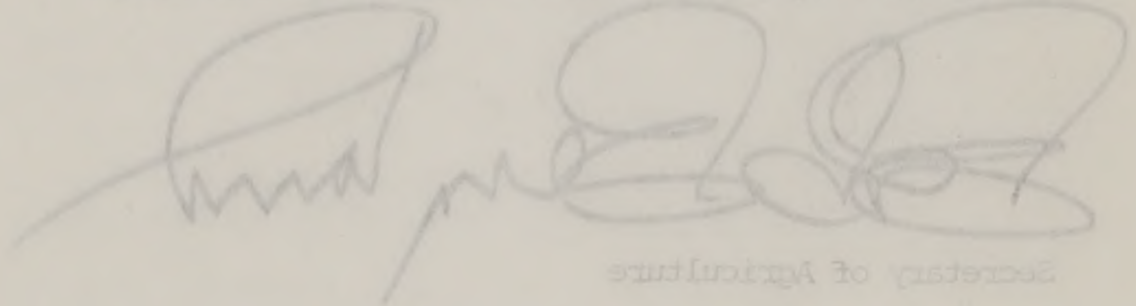
Secretary of Agriculture

Estimated Number and Frequency of Meetings:

The Task Force will hold three meetings, involving hearings presided over by a person designated by the Secretary, at Omaha, Nebraska, Amarillo, Texas, and Washington, D.C. A possible fourth meeting and hearing will be held at Denver, Colorado. It is anticipated that there will be two additional meetings of the Task Force. All meetings will be open to the public.

Officers and Membership:

Members will be appointed by the Secretary of Agriculture and will serve for the life of the Task Force. The Assistant Secretary for Marketing and Transportation Services will serve as the Chairperson. The Deputy Administrator for the Packers and Stockyards Program will serve as Vice-Chairperson. A staff member of the Packers and Stockyards Program will serve as Executive Secretary.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 5 1979

SECRETARY'S MEMORANDUM NO. 1982

Ethics in Government Act

The Director of Personnel is hereby designated as the official responsible for administering the Ethics in Government Act of 1978 within the Department of Agriculture.

This designation is effective immediately and will remain in effect until superseded or rescinded.

Bob Bargland
Secretary

cc: Secretary's Records

OP/S&ERD:LMBrick:dmr:X77654:03/21/79

OFFICIAL
SECRETARY'S FILES
FILED
EXEC. CORR. & RECORDS

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C. 20250

MEMORANDUM FOR THE RECORD

Topic: Insecticide

The Director of Research in Plant Industry is authorized to conduct research in the field of insecticide and to publish the results of such research.

This authorization is effective immediately and will remain in effect until rescinded by the Director.

Very truly yours,
Director

Approved: _____
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 5, 1980

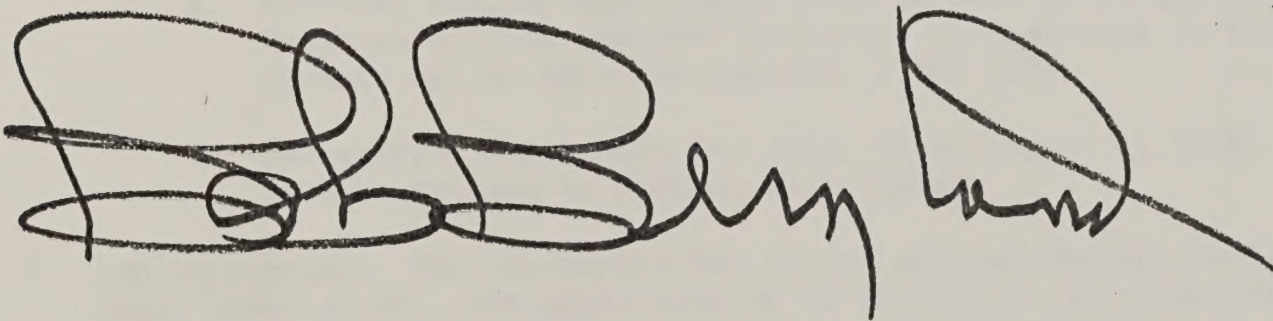
SECRETARY'S MEMORANDUM NO. 1982, Supplement 1

Ethics in Government Act

In order to carry out more effectively this Department's responsibilities under the Ethics in Government Act (Act), the Department Counselor appointed pursuant to 7 CFR 0.735-3 shall assist the Director of Personnel in carrying out his responsibilities under the Act by:

- participating in the review of reports filed under section 201(b) of the Act by persons nominated by the President to fill positions in the Department, appointments to which require the advice and consent of the Senate;
- participating in the review of reports filed by Presidential appointees, other general officers, agency heads, and other high-ranking Department employees or former employees under subsections (a), (d), or (e) of section 201 of the Act.

In addition, the Director of Personnel and the Department Counselor shall meet regularly to review Departmental operations under the Act.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture mentioned in the text below.

Secretary of Agriculture

ORGANIZATION

1 (Personnel)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 9, 1979

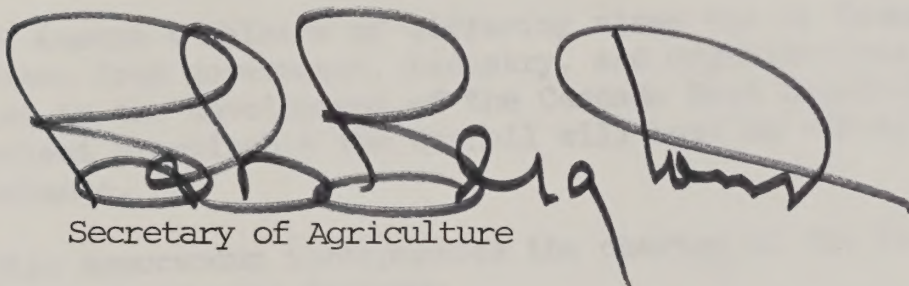
SECRETARY'S MEMORANDUM NO. 1983

Responsibility for the National Poultry Improvement Plan

1. Purpose: The National Poultry Improvement Plan (NPIP) is almost entirely a disease control program and its major objective is to provide a cooperative State-Federal program for the control of egg-transmitted and hatchery disseminated diseases. I am, therefore, transferring the NPIP Federal coordinating functions to the Animal and Plant Health Inspection Service which has responsibility for cooperative disease control programs in the Department.
2. Change Ordered: All those functions, authorities, and responsibilities currently delegated to or exercised by or through the Director, Science and Education Administration, as described in paragraph 3 below, are ordered to be transferred to the Administrator, Animal and Plant Health Inspection Service, together with such personnel, funds, ceilings, space, equipment, property, records, and other resources as are involved or necessary to their effective performance.
3. Functions, Authorities, and Responsibilities Involved: The ordered change involves the following areas:
 - a. National Poultry Improvement Plan created by an Act of Congress in 1934 (current authority is contained in the Organic Act of 1944, as amended, 7 USC 429).
 - b. Secretary's Memorandum No. 1891, dated August 1, 1978, will be revised to reflect this change.
4. Implementation: The implementation of the ordered changes shall begin immediately. The Administrator of the Animal and Plant Health Inspection Service shall take such actions as are necessary to see that the ordered changes are implemented in an expeditious manner in conformance with paragraph 7 of this memorandum.

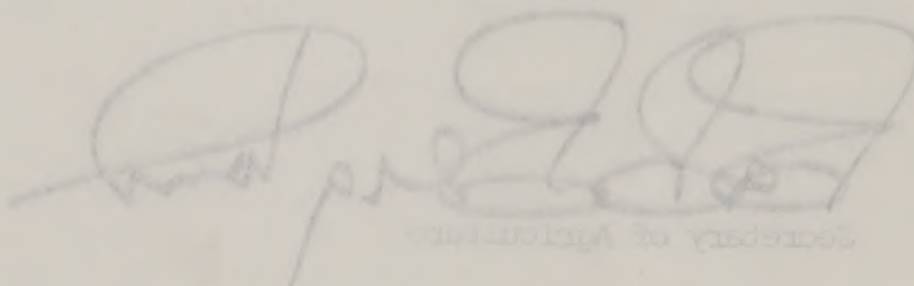
ORGANIZATION / (APHIS)

5. Incidental Transfers: The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment, authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.
6. Existing Directives: Prior delegations of authority, administrative regulations and other Directives not inconsistent with the provisions of this memorandum remain in full force and effect.
7. Effective Date: The changes ordered by this memorandum shall be implemented within ninety days or at such earlier time as delegations of authority reflecting such changes are published in the Federal Register.



Secretary of Agriculture

5. Incidental Transfers: The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, equipment, material, authority, space, records, property, and information as may be necessary to implement the provisions of this memorandum.
6. Transfer of Functions: Prior delegation of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.
7. Effective Date: The changes authorized by this memorandum shall be implemented within ninety days or at such earlier time as delegations of authority reflecting such changes are published in the Federal Register.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 17, 1979

SECRETARY'S MEMORANDUM NO. 1984

Cascade Head Scenic-Research Area Advisory

The Cascade Head Scenic-Research Area Advisory Council is hereby renewed in compliance with Section 8(a), Cascade Head Scenic Research Area Act of 1974 (P.L. 93-535). Renewal of this Council is in the public interest in connection with the performance of duties imposed on the Department by law. The purpose of this Council is to advise the Secretary of Agriculture on the policies, programs, and procedures affecting the management, planning, and administration of Forest Service activities on the Cascade Head Scenic-Research Area.

To assure a balance of differing views the 11 Council members will be drawn from government, industry, and organizations with a common interest in the development of the Cascade Head Scenic-Research Area. To the extent practicable the Council will have an ethnic, racial, and sexual balance.

This memorandum incorporates the charter of the Cascade Head Scenic-Research Area as follows:

Objectives and Scope:

The Council shall evaluate the results of the research program and develop policies and plans to increase the effectiveness of the program, and advise the Secretary of their findings. The advice will be coordinated with the Regional Forester, Pacific Northwest Region, and the Station Director, Pacific Northwest Forest and Range Experiment Station.

Time Period Necessary to Carry Out Purpose and Termination Date:

The Council was established for the duration of the program. The completion date of the program cannot be determined at this time.

Committee Reports To: Secretary of Agriculture

Support Provided By: Forest Service, USDA

COMMITTEES *(Cascade Head Scenic-Research Area Advisory)*

Duties:

Members shall consider broad questions and evaluate the results of the research program in formulating necessary policies, procedures, and programs to increase the effectiveness of the administration, management, and planning functions on the Cascade Head Scenic-Research Area. The Council will advise the Secretary of the result of the study, and make recommendations accordingly.

Estimated Annual Operating Cost:

Members shall serve without pay, but with reimbursement of travel expenses and per diem for attendance at Council functions approved by the Chairperson. Annual operating costs are estimated at \$12,000 with 1/5 man-years of staff support. This estimate includes all public and private money to be spent by or on behalf of the Council.

Federal funds which will be used to support directly the operation of the Council	\$1,100
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Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Council	5,700
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Travel expenses, including per diem or subsistence which will be incurred by Council members and Department employees in attending to the Council's operation	3,000
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All expenses which will be paid by sources outside the Government, including, but not limited to, those paid by the Council members	1,700
---	-------

Cost of processing, publishing, and distributing required reports	500
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Total Cost	\$12,000
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Total Man-year of Staff Support	1/5
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Estimated Number and Frequency of Meetings:

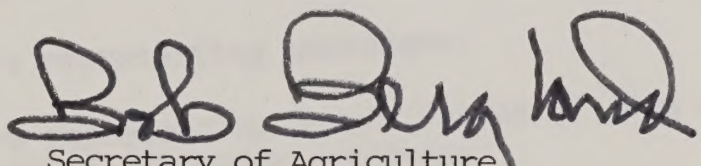
Meetings will be held as often as the Secretary deems necessary, but not less than once a year. All meetings will be open to the public.

April 18, 1975 3

Officers and Membership:

The Council shall consist of 11 members appointed by the Secretary of Agriculture. The members shall serve staggered terms of 3 years each. The Secretary shall designate one Council member to be the Chairperson. The Chief, Forest Service, shall serve as the Vice-Chairperson. The Forest Supervisor, Siuslaw National Forest shall serve as Executive Secretary. The Executive Secretary shall attend all meetings and have authority to adjourn any meeting when he considers adjournment to be in the public interest. One member, to be designated by the Governor of Oregon, will represent the State of Oregon. Two members, one each from Lincoln County and Tillamook County, will represent and be designated by the governing bodies of the respective counties.

Secretary's Memorandum No. 1867, dated March 26, 1975, is hereby rescinded.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 18, 1979

SECRETARY'S MEMORANDUM NO. 1985

Human Nutrition Advisory Committee

One of the major missions of the Department of Agriculture is to assure that there is an adequate, safe, palatable, nutritionally balanced, and reasonably priced food supply available to all Americans. This mission must extend as well to people elsewhere in the world.

In carrying out this mission, it is essential that the public be allowed to participate in the development of policies and programs relating to food regulations, dietary guidance, nutrition status monitoring, food assistance, and human nutrition research and education. The Human Nutrition Advisory Committee is hereby established as a means of obtaining this public participation.

The Committee will be composed of 20 public members appointed by the Secretary for 1-year terms. The members will be selected from the following categories:

- four members representing consumers;
- four members representing beneficiaries of food assistance and/or nutrition education programs;
- four members representing State and local food assistance programs and/or educational institutions and agencies;
- four members representing the agricultural industry, including producers, processors, and retailers; and
- four scientists in the food and nutrition area.

The Committee shall seek to identify priority nutrition problems, review USDA programs and policies in relation to those priorities; and recommend needed programs and policies to meet the nutritional needs of the public.

The Committee will report to the Secretary through the Human Nutrition Policy Committee. The Human Nutrition Advisory Committee shall be co-chaired by the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Conservation, Research and Education. The Committee shall meet at least quarterly or at the call of the co-chairpersons.

COMMITTEES

(Human Nutrition Advisory)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

April 24, 1964

Mr. J. W. [illegible]

Dear Mr. [illegible]:

One of the major purposes of the Department of the Interior is to manage the public lands of the United States in a manner that will provide for the enjoyment of the people in all generations. This is a task that requires the cooperation of all interested parties.

In carrying out this purpose, it is essential that the public lands be managed in a manner that will provide for the enjoyment of the people in all generations. This is a task that requires the cooperation of all interested parties. The Department of the Interior is committed to this task and will continue to work with all interested parties to achieve this goal.

The Department of the Interior is committed to the management of the public lands in a manner that will provide for the enjoyment of the people in all generations. This is a task that requires the cooperation of all interested parties. The Department of the Interior is committed to this task and will continue to work with all interested parties to achieve this goal.

Sincerely,
[illegible]

Very truly yours,
[illegible]

Enclosed for you are two copies of a report on the management of the public lands in the State of [illegible].

I am sure that you will find this report of interest and value. Please let me know if you have any questions or comments.

Very truly yours,
[illegible]

I am sure that you will find this report of interest and value. Please let me know if you have any questions or comments.

I am sure that you will find this report of interest and value. Please let me know if you have any questions or comments.

Very truly yours,
[illegible]

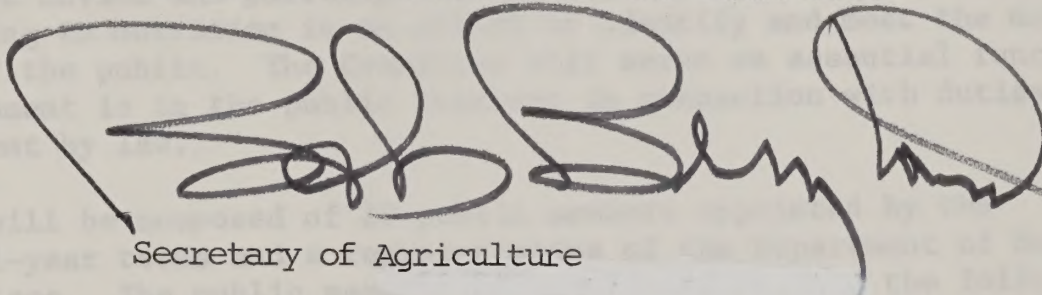
Very truly yours,
[illegible]

December 8, 1968

-2-

Staff support for the Committee will be provided by the Science and Education Administration, the Food and Nutrition Service, and the Food Safety and Quality Service. It is estimated that staff support will involve approximately 3.0 man-years at an annual cost of \$190,000 in Federal funds. Additional Federal costs are estimated at \$35,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates shown include all private and public funds to be spent by or on behalf of the Committee.

The Committee will terminate 1 year from the date of this Memorandum. This Memorandum also serves as the charter for the Committee.



Secretary of Agriculture

Four members representing consumers;

Four members representing representatives of food assistance and/or nutrition education programs;

Four members representing State and local food assistance programs and/or educational institutions and agencies;

Four members representing the agricultural industry, including producers, processors, and retailers; and

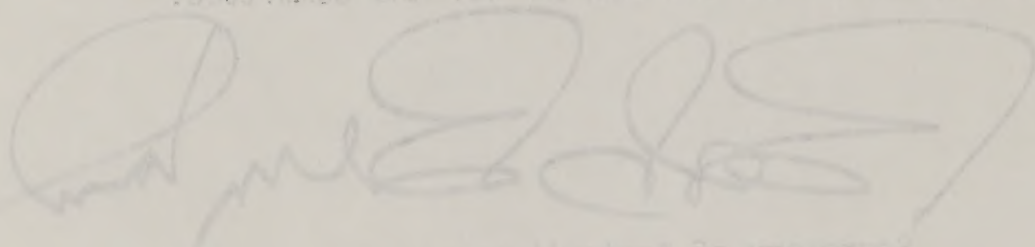
Four scientists in the food and nutrition area.

The duties of the Committee are to identify priority nutrition problems, to review existing Department programs and policies, to determine whether they adequately address identified problems, and to recommend changes to existing programs and policies or to propose additional programs to meet the nutritional needs of the public.

The Committee will report to the Secretary through the Human Nutrition Advisory Committee. The Human Nutrition Advisory Committee shall be chaired by the Assistant Secretary of Food and Consumer Services. The Director of Science

Staff support for the Committee will be provided by the Science and Education Administration, the Food and Nutrition Service, and the Food Safety and Quality Service. It is estimated that staff support will involve approximately 3.0 man-years at an annual cost of \$150,000 in Federal funds. Additional Federal costs are estimated at \$25,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates shown include all private and public funds to be spent by or on behalf of the Committee.

The Committee will terminate 1 year from the date of this Memorandum. This Memorandum also serves as the charter for the Committee.


Secretary of Agriculture
SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 8, 1980

SECRETARY'S MEMORANDUM NO. 1985, Revised

Human Nutrition Advisory Committee

One of the major missions of the Department of Agriculture is to assure that there is an adequate, safe, palatable, nutritionally balanced, and reasonably priced food supply available to all Americans. This mission must extend as well to people elsewhere in the world.

In the interest of carrying out this mission, the Human Nutrition Advisory Committee is hereby reestablished. The purpose of the Committee is to obtain necessary public advice and participation in the development of policies and programs relating to nutrition in an effort to identify and meet the nutritional needs of the public. The Committee will serve an essential function. The reestablishment is in the public interest in connection with duties imposed on the Department by law.

The Committee will be composed of 20 public members appointed by the Secretary for 1-year terms and a representative of the Department of Health and Human Services. The public members will be selected from the following categories:

- four members representing consumers;
- four members representing beneficiaries of food assistance and/or nutrition education programs;
- four members representing State and local food assistance programs and/or educational institutions and agencies;
- four members representing the agricultural industry, including producers, processors, and retailers; and
- four scientists in the food and nutrition area.

The duties of the Committee are to identify priority nutrition problems, to review existing Department programs and policies, to determine whether they adequately address identified problems, and to recommend changes in existing programs and policies or to propose additional programs in order to meet the nutritional needs of the public.

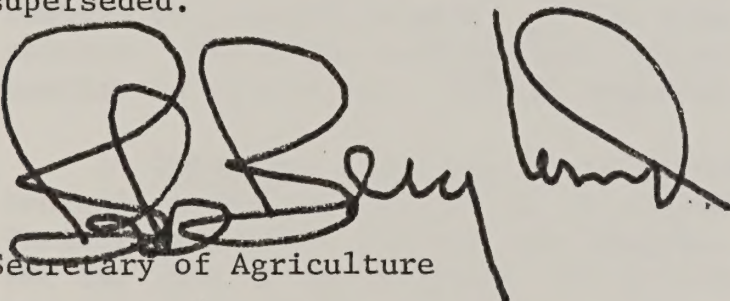
The Committee will report to the Secretary through the Human Nutrition Policy Committee. The Human Nutrition Advisory Committee shall be chaired by the Assistant Secretary of Food and Consumer Services. The Director of Science

COMMITTEES (Human Nutrition Advisory)

and Education shall act as Vice Chairman. The Coordinator for Human Nutrition Policy, Office of the Secretary, shall act as Executive Secretary. The Committee shall meet at least quarterly or at the call of the chairperson.

Support for the Committee will be provided by the Office of the Secretary, the Science and Education Administration, the Food and Nutrition Service, and the Food Safety and Quality Service. It is estimated that staff support will involve approximately 3.0 man-years at an annual cost of \$190,000 in Federal funds. Additional Federal costs are estimated at \$35,000 for travel and per diem for Committee members and other Federal employees at meetings of the Committee. In addition, the nonfederal members or their employers will pay costs estimated at \$25,000 of nonfederal dollars. The expense estimates shown include all private and public funds to be spent by or on behalf of the Committee.

This memorandum also serves as the charter for the Committee. The functions of the Committee could not be accomplished in less than 2 years. This Committee will terminate 2 years from the date of this memorandum. Secretary's Memorandum Number 1985, dated April 18, 1979, is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 26, 1979

SECRETARY'S MEMORANDUM NO, 1986

Plant Variety Protection Board

The Plant Variety Protection Board was established by Congress under the provisions of section 7 of the Plant Variety Protection Act (7 U.S.C. 2327).

A Objectives and Scope of Activity. The Board will serve an essential function. The Board advises the Secretary of Agriculture in the administration of the Plant Variety Protection Act. The Act was enacted to encourage the development of novel varieties of sexually reproduced plants and to make them available to the public by providing protection to those who breed, develop, or discover them, thereby promoting progress in agriculture in the public interest.

B Duties. The duties of the Board are solely advisory. The Board advises the Secretary concerning the adoption of rules and regulations to facilitate the proper administration of the Act and makes advisory decisions on all appeals from the Examiner or Commissioner. The Board also advises the Secretary on any matters under the regulations and rules of practice. The Board determines whether to act as a full Board or by panels it selects, and whether to review advisory decisions made by a panel. For service on such appeals, the Board may select, as temporary members on a panel, experts in the area to which the particular appeal relates. The Board also advises the Secretary on all questions under section 44 of the Act, "Public Interest in Wide Usage." (7 U.S.C. 2404)

C Duration. Pursuant to an opinion of the Office of the General Counsel, dated July 19, 1974, this Board is an integral part of the Plant Variety Protection Act and its program, and, therefore, its duration is for the life of the program. In accordance with OMB Circular A-63, a new charter will be filed every 2 years.

D Members and Officers. Board members will be appointed by the Secretary and will serve for a period of 2 years. Membership of the Board shall include farmer representation and shall be drawn approximately equally from the private or seed industry sector and from the sector of Government or the public. To the extent practicable, ethnic, racial, and sexual balance will also be sought within the above Board composition requirements.

The Assistant Secretary for Marketing and Transportation Services will serve as Chairperson. The Director, Livestock, Poultry, Grain, and Seed Division, Agricultural Marketing Service, will serve as Vice Chairperson. Serving as Executive Secretary will be the Commissioner, Plant Variety Protection Office, Livestock, Poultry, Grain and Seed Division, Agricultural Marketing Service.

COMMITTEES (*Board Plant Variety Protection*)

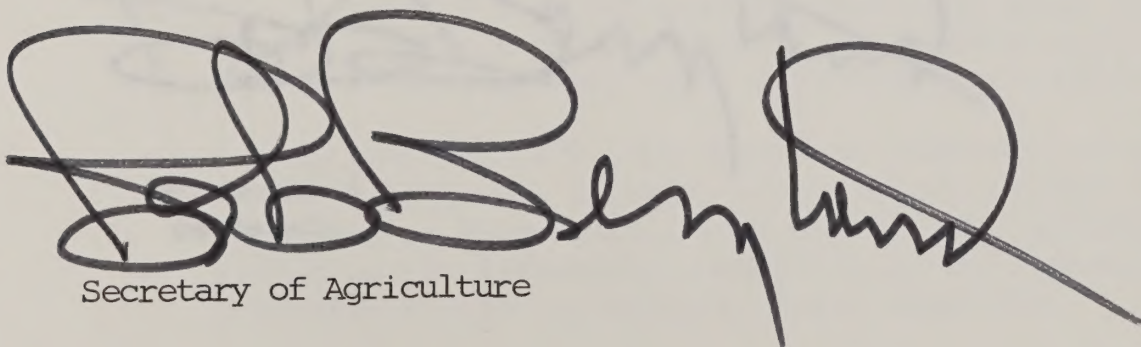
E Staff Support. The Plant Variety Protection Office, Livestock, Poultry, Grain, and Seed Division, Agricultural Marketing Service, will provide the necessary support for the Board.

F Official to Whom Board Reports. The Board will report to the Assistant Secretary for Marketing and Transportation Services through the Livestock, Poultry, Grain, and Seed Division, Agricultural Marketing Service.

G Meetings. An estimated two meetings may be called by the Chairperson annually if it is necessary to advise the Secretary on appeals, decisions, or to declare a variety open to public use.

H Annual Operating Costs. Federal funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department. Federal costs associated with operation and support of the Board are estimated to be \$21,000, in the event it is necessary for the Board to meet twice each year. Of this amount, \$9,200 covers travel expenses, including per diem expenses, incurred by Board members. Federal staff support is estimated to be \$3,500 and 0.1 person-years. This consists of \$3,400 for Federal employees' salaries and \$100 for miscellaneous support activities. In addition, Board members, or their employers, will pay an estimated \$8,300 over and above those costs reimbursed by the Federal Government. The estimate of annual operating costs includes all private and public funds to be spent by or on behalf of the Board.

This memorandum also serves as the charter for the Plant Variety Protection Board. Secretary's Memorandum No. 1866, Revised, dated May 6, 1977, is hereby superseded.



Secretary of Agriculture

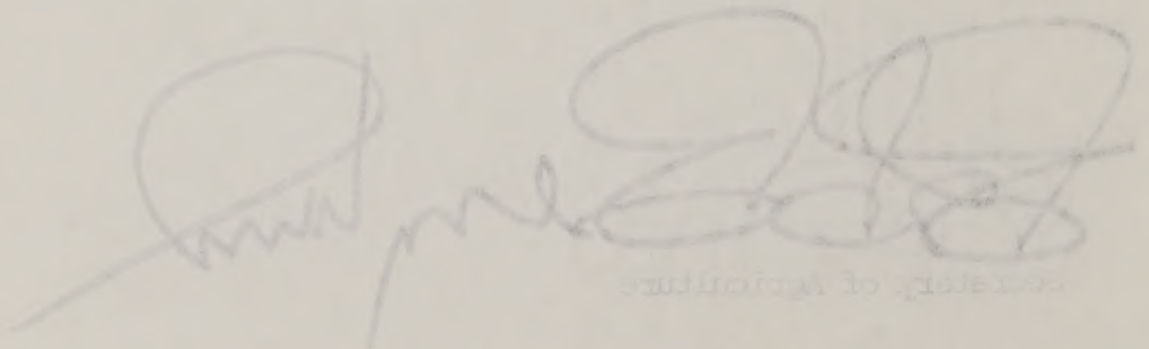
E. Staff Support. The Plant Variety Protection Office, Livestock, Poultry, Grain, and Seed Division, Agricultural Marketing Service, will provide the necessary support for the Board.

F. Official to Other Board Members. A Board will report to the Assistant Secretary for Marketing and Transportation Services through the Livestock, Poultry, Grain, and Seed Division, Agricultural Marketing Service.

G. Meetings. An estimated two meetings may be called by the Board person annually. It is necessary to advise the Secretary on agenda, decisions, or to declare a variety open to public use.

H. Annual Operating Costs. Federal funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department. Federal costs associated with operation and support of the Board are estimated to be \$11,000. In the event it is necessary for the Board to meet twice each year, the amount, \$2,200 covers travel expenses, including per diem expenses, incurred by Board members. Federal staff support is estimated to be \$1,500 and \$1,300 per annum. This consists of \$1,400 for general employees' salaries and \$100 for miscellaneous support activities. In addition, Board members, or their employees, will pay an estimated \$8,300 over the above costs reimbursed by the Federal Government. The estimate of annual operating costs includes all private and public funds to be spent by or on behalf of the Board.

I. A separate plan covering the subject of the Board will be submitted to the Secretary's Department for review and approval. The plan, dated 1/17/77, is hereby approved.


Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 3 1979

SECRETARY'S MEMORANDUM NO. 1987

Property Management Information System

To ensure a coordinated and comprehensive information system for the Department's real property, personal property, and motor vehicles, a Department-wide Property Management Information System (PMIS) is being established. All property data for the Department are to be developed and maintained through the PMIS. This system will provide uniform data in support of improved property management throughout the Department while eliminating costly duplication of effort required by maintaining separate agency systems.

The Assistant Secretary for Administration has the responsibility for the development and implementation of the PMIS. All agencies are requested to stop development of individual property information systems and to continue working toward a fully implemented property system for the Department.

Bob Bergland
Secretary

ORGANIZATION / *(Property Management Information System)*



[Redacted]	
OFFICE OF THE SECRETARY	
[Redacted]	

May 2, 1987

SECRETARY'S MEMORANDUM NO. 1987

Property Management Information System

To ensure a coordinated and comprehensive information system for the Department's real property, personal property, and motor vehicles, a Department-wide Property Management Information System (PMIS) is being established. All property data for the Department are to be developed and maintained through the PMIS. This system will provide uniform data in support of improved property management throughout the Department while eliminating costly duplication of effort required by maintaining separate agency systems.

The Assistant Secretary for Administration has the responsibility for the development and implementation of the PMIS. All agencies are requested to stop development of individual property information systems and to continue working toward a fully implemented property system for the Department.

Bob Bergin
Secretary

May 22, 1979

SECRETARY'S MEMORANDUM NO. 1988

Transfer of Administration of Certain Loans and
Loan Guarantees Under Consolidated Farm and
Rural Development Act (7 U.S.C. 1921 et seq.) to
Rural Electrification Administration

- I. Policy. In keeping with the President's Rural Development Initiatives for improving rural communications, I have approved a plan to transfer the administration of certain loans and loan guarantees under the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) from the Farmers Home Administration to the Rural Electrification Administration.
- II. Background. In his state of the Union message, sent to Congress in January 1979, President Carter emphasized the need to address the pressing problems of rural America. In his message, the President pledged to help rural Americans to:
- overcome the problems of isolation;
 - promote economic development;
 - meet basic human needs;
 - protect the quality of rural life;
 - assume equity in the administration of Federal programs for which rural Americans are eligible; and
 - build a more effective partnership among Federal, State, and local governments and the private sector in meeting locally defined rural development priorities.

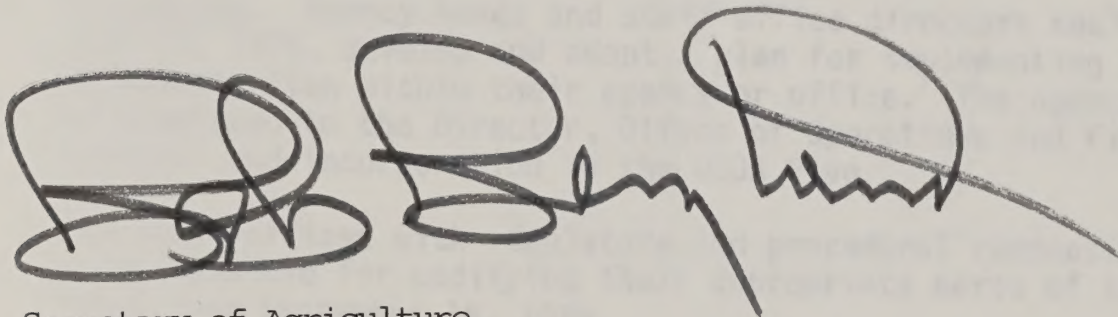
On February 14, 1979, the President announced initiatives designed to overcome isolation in rural areas through modern communications technology. These initiatives include the provision of financing to encourage the furnishing of facilities for television as well as other telecommunication services to rural residents.

- III. Functions and Activities to be Transferred. In view of the foregoing, I have determined that transfer of the administration of certain financing authorities under the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) from the Farmers Home Administration to the Rural Electrification Administration is essential to carry out the rural communications initiative effectively.

ORGANIZATION / (Jm HH)

I am, therefore, ordering the transfer, to the Rural Electrification Administration, of the administration of the Consolidated Farm and Rural Development Act with respect to financing for community antenna television services or facilities.

- IV. Implementation. The Assistant Secretary for Rural Development shall immediately take such actions as are necessary to make certain that the changes ordered in this memorandum are implemented without delay.
- V. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget will make such transfers of funds, records, property, space, and personnel as are involved in the provisions of this memorandum.
- VI. Existing Directives. Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of the memorandum remain in full force and effect.
- VII. Codification. The delegations of authority and the assignments of duties and responsibilities made in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in dark ink, likely belonging to Earl Warren, who served as the Secretary of Agriculture at the time.

Secretary of Agriculture

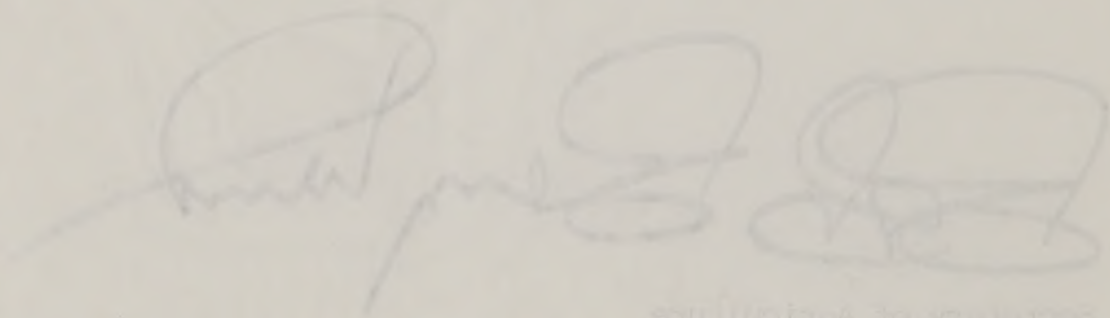
1. The Commission, in the exercise of its functions, shall have the right to request the Government to furnish it with such information as it may require for the purpose of carrying out its functions.

2. The Commission shall have the right to request the Government to furnish it with such information as it may require for the purpose of carrying out its functions.

3. The Commission shall have the right to request the Government to furnish it with such information as it may require for the purpose of carrying out its functions.

4. The Commission shall have the right to request the Government to furnish it with such information as it may require for the purpose of carrying out its functions.

5. The Commission shall have the right to request the Government to furnish it with such information as it may require for the purpose of carrying out its functions.



Secretary of Agriculture

June 12, 1979

SECRETARY'S MEMORANDUM NO. 1989

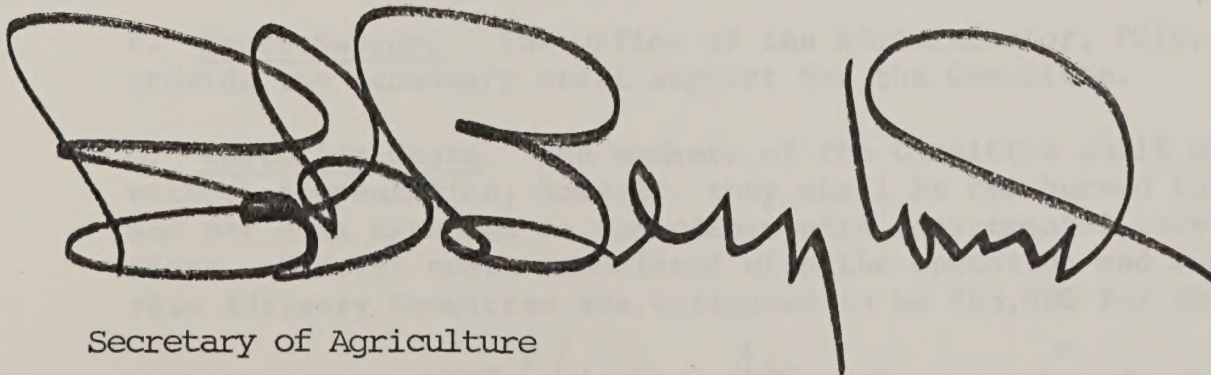
USDA Energy Management Plan

1. Background. The National Energy Conservation Policy Act (P.L. 95-619) requires that Federal agencies take immediate action to reduce the reliance on nonrenewable sources of energy. In my memorandum of February 12, 1979, Heads of Department Agencies were advised of the formulation of a long-range management plan dealing with the use of energy within our facilities and operations. A USDA Energy Management Plan has now been developed and is hereby adopted.
2. Purpose. This memorandum serves to establish the USDA Energy Management Plan as the uniform policy and procedures for the conservation of energy and the management of its use within USDA facilities and operations.
3. Policy. The Department's operational policy and procedures shall be as prescribed in the USDA Energy Management Plan as prepared by the Office of Operations and Finance and dated May 1979.
4. Procedures. Agency heads and staff office directors shall, prior to July 15, 1979, develop and adopt a plan for implementing the USDA Energy Management Plan within their agency or office. The agency plans are to be submitted to the Director, Office of Operations and Finance, for approval and incorporation in the USDA Plan.

The staff offices with regulatory and procedural responsibility, shall be responsible for codifying their appropriate parts of the Plan no later than September 15, 1979.

The Director, Office of Operations and Finance, shall be responsible for the maintenance of the USDA Plan, monitoring agency and staff office progress toward meeting its objectives and for related inter-Departmental reporting and liaison.

5. Effective Date. The provisions of this memorandum are effective upon date of signature and will remain in effect until superseded or repealed.



Secretary of Agriculture

FUEL

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 13, 1979

SECRETARY'S MEMORANDUM NO. 1990

Grain Standards Act Advisory Committee

The Grain Standards Act Advisory Committee is hereby established. Establishment is in the public interest in connection with duties imposed upon the USDA by the U. S. Grain Standards Act of 1976.

A. Objectives and Scope of Activity. The Committee shall advise the Administrator, FGIS, with respect to implementation of the U. S. Grain Standards Act of 1976. The Committee shall perform an essential function.

B. Membership. The Committee shall consist of 12 members appointed by the Secretary, representing the interests of grain producers, consumers, and all segments of the grain industry, including grain inspection and weighing agencies. To the extent practicable, the Committee will have ethnic, racial, and sexual balance.

C. Duties. The duties of the Committee are solely advisory and shall include the following:

1. Analyze current status of progress of the Federal Grain Inspection Service to implement the U. S. Grain Standards Act.
2. Provide to the Administrator, FGIS, recommendations to improve and expedite implementation of the Act.
3. Prepare an annual report describing all of its activities, recommendations and suggestions, and submit it to the Administrator, FGIS, appropriate committees of Congress, and the Library of Congress.

D. Duration. The Committee shall terminate on March 29, 1980.

E. Meeting. An estimated six meetings may be called by the Chairman to perform the functions of the Committee.

F. Staff Support. The Office of the Administrator, FGIS, shall provide the necessary staff support for the Committee.

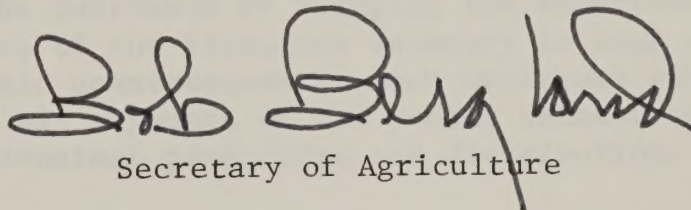
G. Operating Costs. The members of the Committee shall serve without compensation; however, they shall be reimbursed for travel and per diem expenses in accordance with Departmental travel regulations. Federal costs associated with the operation and support of this Advisory Committee are estimated to be \$63,000 for the time

COMMITTEES (Grain Standards Act Advisory)

period during which the Advisory Committee is existent. Of this amount \$16,000 covers travel expenses, including per diem expenses, incurred by the Advisory Committee members and Departmental employees. Federal staff support is estimated to be \$47,000. This consists of \$40,000 for Federal employee's salaries and \$7,000 for miscellaneous support activities. In addition, Advisory Committee members, or their employers, will pay an estimated \$10,000 over and above those costs reimbursed by the Federal Government. The estimate of annual operating costs includes all private and public funds to be spent by, or on behalf of, the Advisory Committee.

H. Official to Whom Committee Reports. The Committee shall report to the Assistant Secretary for Marketing and Transportation Services, who shall serve as Chairman. The Administrator, FGIS, shall serve as Vice Chairman, and the Deputy Administrator for Program Operations, FGIS, as Executive Secretary, and be the designated FGIS employee to attend the meetings in the absence of the Chairman or Vice Chairman.

This Memorandum also serves as the charter for the Grain Standards Act Advisory Committee.

A handwritten signature in dark ink, appearing to read "Bob Berglund". The signature is fluid and cursive, with the first name "Bob" and last name "Berglund" clearly distinguishable.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 26, 1979

SECRETARY'S MEMORANDUM NO. 1991

Advisory Committee on Foreign Animal and Poultry Diseases

1. This memorandum re-establishes the Advisory Committee on Foreign Animal and Poultry Diseases. The objective of the Committee is to advise the Secretary regarding program operations and measures to prevent, suppress, control or eradicate an outbreak of foot-and-mouth disease or other destructive foreign animal or poultry diseases in the event such diseases should enter this country. This action is in the public interest in connection with the duties and responsibilities of the Department to deal with any outbreak of foot-and-mouth disease or other foreign animal or poultry disease. The Committee provides an essential function concerning duties and responsibilities imposed on the Department by law.
2. The United States must maintain constant vigilance in order to prevent the introduction of foot-and-mouth disease and other animal and poultry diseases foreign to this country. The effectiveness of the Department's program to prevent, control, or eradicate any outbreak of foreign animal or poultry diseases among the Nation's livestock populations can be increased by bringing the experience and knowledge of representatives of the livestock industry to bear on these problems. The economic consequences of such outbreaks would have disastrous effects on all segments of the public because of ever-changing methods of livestock production and distribution.
3. The duties of the Committee involve advising and counseling the Department on (a) plans and recommendations for regulatory actions in the event of a foreign animal or poultry disease outbreak; (b) problem areas associated with control and/or eradication measures needed to cope with an outbreak of a foreign animal or poultry disease; (c) changing practices in the production and marketing of livestock and recent developments in research and regulatory veterinary medicine; and (d) developing effective measures for informing livestock producers concerning the handling and treatment of unusual or suspicious animal or poultry disease problems; and (e) regulations pertaining to imports of animals and animal products.

COMMITTEES *(Foreign Animal + Poultry Diseases Advisory)*

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1965

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The University of Chicago Library has a long tradition of excellence in the collection and preservation of books and manuscripts. The library's holdings are extensive and diverse, covering a wide range of subjects and disciplines. The library's collections are organized into several major departments, each of which is responsible for the acquisition, cataloging, and preservation of its respective holdings. The library's staff is composed of highly qualified professionals who are dedicated to providing the best possible service to the university's faculty and students. The library's facilities are state-of-the-art, and the library's collections are constantly growing and expanding. The library's collections are a valuable resource for the university's faculty and students, and the library's staff is committed to ensuring that these collections are accessible and usable by all who need them.

The University of Chicago Library is a member of the Association of Research Libraries (ARL), which is a non-profit organization that represents the interests of research libraries in the United States and Canada. The ARL is committed to the advancement of research libraries and the promotion of research and scholarship. The University of Chicago Library is also a member of the Association of American Universities (AAU), which is a non-profit organization that represents the interests of American universities. The AAU is committed to the advancement of higher education and the promotion of research and scholarship. The University of Chicago Library is a proud member of both of these organizations, and it is committed to the highest standards of excellence in library service.

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4. The Assistant Secretary, Marketing and Transportation Services, will be Chairman to whom the Committee will report. The Administrator, Animal and Plant Health Inspection Service, will be Vice Chairman. In the absence of the Chairman, the Vice Chairman will act in his stead. A representative of the Animal and Plant Health Inspection Service will serve as Executive Secretary and will provide the necessary staff support for the Committee. Members of the Committee will be appointed by the Secretary.

5. The Committee will have a balanced membership composed of women, minorities and persons representing the veterinary medical profession, livestock producers, importers and exporters of livestock, and trade media.

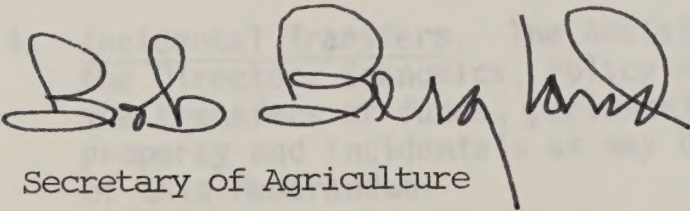
6. It is anticipated that the Committee will meet annually. The Committee will terminate two years from the date of this memorandum.

7. The estimated annual costs would be as follows:

<u>ITEMS</u>	<u>ESTIMATED COSTS</u>
Federal salaries (Professional and secretarial)	2,100
Per diem and transportation expenses for Federal and Non-Federal members	9,900
Miscellaneous support items	<u>1,000</u>
Total	\$13,000

The estimated expenses represent all public and private funds to be spent by or on behalf of the Committee.

8. Secretary's Memorandum No. 1851, Revised, dated September 28, 1976, is hereby superseded.


Secretary of Agriculture

4. The Assistant Secretary, Marketing and Transportation Services, will be Chairman to whom the Committee will report. The Administrator, Animal and Plant Health Inspection Service, will be Vice Chairman. In the absence of the Chairman, the Vice Chairman will act in his stead. A representative of the Animal and Plant Health Inspection Service will serve as Executive Secretary and will provide the necessary staff support for the Committee. Members of the Committee will be appointed by the Secretary.

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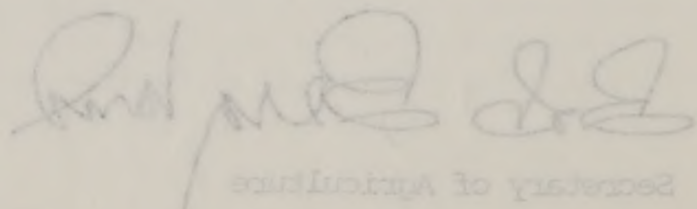
6. It is anticipated that the Committee will meet annually. The Committee will terminate two years from the date of this memorandum.

7. The estimated annual costs would be as follows:

ESTIMATED COSTS	ITEMS
\$2,100	Federal salaries (Professional and secretarial)
9,900	For dues and transportation expenses for Federal and Non-Federal members
1,000	Miscellaneous support items
\$13,000	Total

The estimated expenses represent all public and private funds to be spent by or on behalf of the Committee.

8. Secretary's Memorandum No. 1851, Revision, dated September 28, 1976, is hereby superseded.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 26, 1979

SECRETARY'S MEMORANDUM NO. 1992

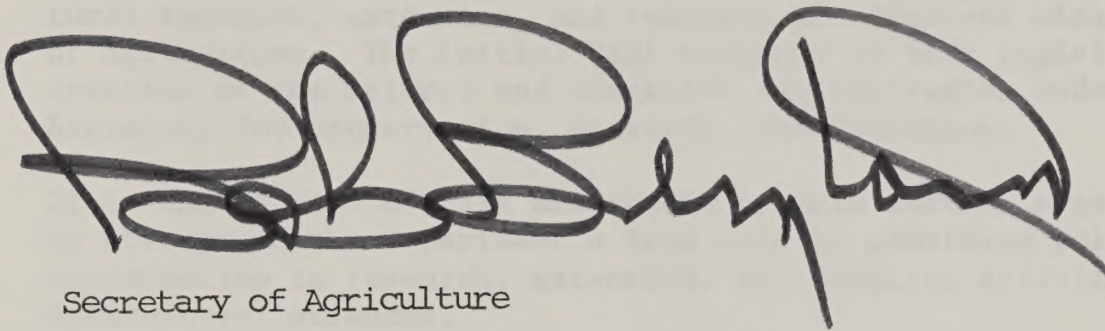
Establishment of Office of Small and Disadvantaged
Business Utilization

1. Background. On October 24, 1978, the President signed P.L. 95-507, amending the Small Business Act and the Small Business Investment Act of 1958. Section 221 of P.L. 95-507 amends Section 15(k) of the Small Business Act, 15 U.S.C. 637, to require that each Federal agency having procurement powers establish an office to be known as the "Office of Small and Disadvantaged Business Utilization."
2. Establishment of Office. There is hereby established, reporting to and supervised by the Secretary through the Assistant Secretary for Administration (who is deputy to the Secretary for Procurement and all equal opportunity matters), an Office of Small and Disadvantaged Business Utilization. The primary function of this office shall be to implement and administer the programs under Sections 8 and 15 of the Small Business Act, as amended. Other duties consistent with the Government's small and disadvantaged business programs may be assigned to this office.
3. Functions Transferred. All functions currently performed by the Minority Business Assistance Division of the Office of Equal Opportunity and the following functions performed by the Office of Operations and Finance Procurement Division will be transferred to the Office of Small and Disadvantaged Business Utilization:
 - a. Implementation of Federal statutes, OFPP policy letters and Federal Procurement Regulations that relate to small and disadvantaged businesses.
 - b. Reporting requirements on the Government's small and disadvantaged business programs.
4. Incidental Transfers. The Assistant Secretary for Administration and the Director, Economics, Policy Analysis and Budget, will coordinate the transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

ORGANIZATION / *(Office of Small and Disadvantaged Business Utilization)*

-2-

5. Existing Directives. Prior delegations of authority, regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.
6. Termination. The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such time as they are published in the Federal Register.



Secretary of Agriculture

2. Exclusionary provisions. Prior delegations of authority, resolutions, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.
3. Termination. The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such time as they are published in the Federal Register.



Secretary of Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 23, 1979

SECRETARY'S MEMORANDUM NO. 1993

Reorganization of Conservation, Research, and Education Activities

I Background and Context. The National Agricultural Research, Extension, and Teaching Policy Act of 1977 established the Department of Agriculture as the lead agency for food and agricultural sciences and emphasized that agricultural research, extension, and teaching are distinct missions of the Department of Agriculture. The initial USDA response to this legislative mandate was the creation of the Science and Education Administration under the Assistant Secretary for Conservation, Research, and Education.

It is the purpose of this memorandum to make further organizational changes to strengthen the Department's lead role in providing policy guidance and coordination to research, extension, and teaching activities in the food and agricultural sciences.

II Actions Ordered. The following changes in the organization of the Department are hereby ordered effective July 20, 1979:

A. Have the position of Director of Science and Education report directly to the Secretary of Agriculture.

B. Transfer the Science and Education Administration and those functions, responsibilities, and delegations of authority related to science and education from the Assistant Secretary for Conservation, Research, and Education to the Director of Science and Education.

C. Change the title of Assistant Secretary for Conservation, Research, and Education to Assistant Secretary for Natural Resources and Environment.

D. Create a dual role for the Director of Science and Education as a General Officer of the Department, as well as agency head of the Science and Education Administration.

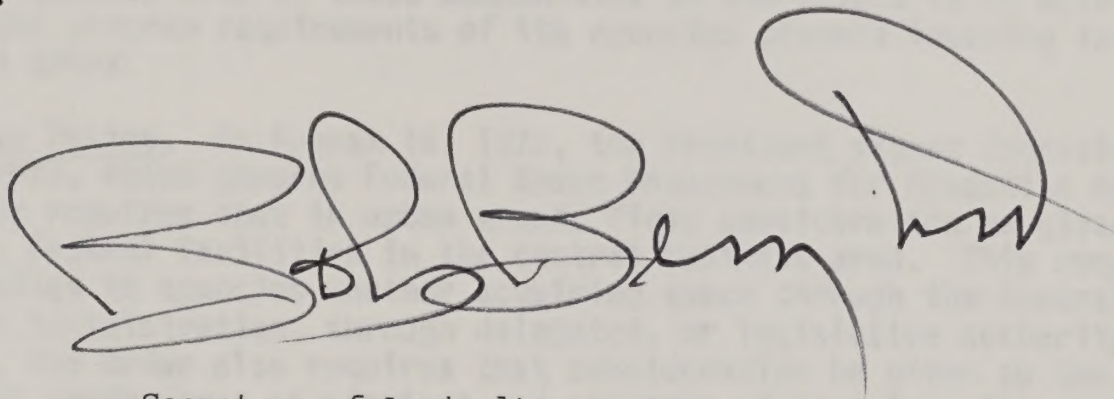
ORGANIZATION / (Secretary)

OO:104 (4-75)

III Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis, and Budget will make such transfer of funds, records, property, and personnel as are involved in the organizational assignments made in this memorandum.

IV Existing Directives. Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of the memorandum remain in full force and effect.

V Codification. The delegations of authority and the assignments of duties and responsibilities made in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in dark ink, appearing to read "Earl Warren". The signature is fluid and cursive, with a large loop at the end.

Secretary of Agriculture

- III. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis, and Budget will make such transfers of lands, records, property, and personnel as are involved in the organizational assignments made in this memorandum.
- IV. Delegating Directives. Prior delegation of authority, administrative regulations, and other directives not inconsistent with the provisions of the memorandum remain in full force and effect.
- V. Notification. The delegation of authority and the assignment of duties and responsibilities made in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.



Secretary of Agriculture

OFFICIAL
SECRETARY'S FILES
FILED
EXEC. CORR. & RECORDS

AUG 2 1979

SECRETARY'S MEMORANDUM NO. 1994

USDA Policy on Location of Agriculture Facilities

Policy. It is the policy of the U.S. Department of Agriculture to support the President's Urban Policy by locating its leased and owned facilities, and those provided by the General Services Administration which are located in or adjacent to urban areas or incorporated rural communities, within the central business area of those communities to the extent it is able and unless the program requirements of its agencies prevent locating in downtown areas.

Basis for Policy. On August 16, 1978, the President signed Executive Order 12072, which governs Federal Space Management for Executive Agencies. The Order requires that in urban areas, first consideration be given to locating Federal facilities in the central business area. This requirement applies to agencies whether acquiring space through the General Services Administration, through delegated, or legislative authority. However, the Order also requires that consideration be given to the efficient performance of missions and programs of agencies, the nature and function of the facilities involved, the convenience of the public served, and the maintenance and improvement of safe and healthful working conditions for employees.

The Program and service delivery requirements permit most offices and facilities of the Department to function suitably in the central business district of communities in or adjacent to where they are located. This includes regional and state offices, most research facilities, and certain urban oriented offices. However, the program requirements and the need to provide good access to their clientele may preclude locating county level field service offices in central business areas. The final decision to locate a facility outside of the central business area shall be made by the senior program manager of the agency involved. Additionally, central business locations are often not suitable for Forest Service District Ranger offices and those offices with special program needs for specific locations (such as plant, grain, animal, and meat inspectors, or cooperative functions with state and local governments).

Implementation of Policy. This policy will be followed whenever agencies of the Department of Agriculture acquire space, either directly or through the General Services Administration where it does not conflict with the program requirements listed above, and where it does not conflict with the Rural Development Act of 1972, as amended. The Rural Development Act

SPACE

requires that consideration be given to locating Federal facilities in rural communities and areas (See 1 AR 673 for the definition of rural community). Executive Order 12072 pertains to the location of a facility within the community selected after considering the requirements of the Rural Development Act. The Order does not require and Departmental policy does not support moving from a rural area to an urban area.

The county level field service offices and those with special location requirements noted above will also consider locating in the downtown area when it does not conflict with their program requirements or inhibit access by their clientele.

It shall be the responsibility of the agencies to provide to the Office of Operations and Finance compelling and documented justification whenever a variance of this policy is required and a waiver requested through the Central Office of the General Services Administration.

O&F:AS:EAlvarez:maf:x.73937:4/24/79
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Jim Williams
Acting Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 4, 1980

SECRETARY'S MEMORANDUM NO. 1994, REVISED

USDA Policy on Location of Agriculture Facilities

Policy. It is the policy of the U.S. Department of Agriculture to support the President's Urban Policy by locating its leased and owned facilities, and those provided by the General Services Administration which are located in or adjacent to urban areas or incorporated rural communities, within the central business area of those communities to the extent it is able and unless the program requirements of its agencies prevent locating in downtown areas.

Basis of Policy. On August 16, 1978, the President signed Executive Order 12072, which governs Federal Space Management for Executive Agencies. The Order requires that in urban areas, first consideration be given to locating Federal facilities in the central business area. This requirement applies to agencies whether acquiring space through the General Services Administration, through delegated, or legislative authority. However, the Order also requires that consideration be given to the efficient performance of missions and programs of agencies, the nature and function of the facilities involved, the convenience of the public served, and the maintenance and improvement of safe and healthful working conditions for employees.

The program and service delivery requirements permit most offices and facilities of the Department to function suitably in the central business district of communities in or adjacent to where they are located. This includes regional and state offices, certain research facilities, and all agencies whose operations are not affected in the delivery of services by location. Additionally, first consideration will be given to housing county level field offices in federally controlled space in the central business area of urban areas and incorporated rural communities. However, in cases where federally controlled space is available it must be economically adaptable to meet Agriculture needs in a timely manner (including the total needs for colocated facilities). Otherwise the primary consideration shall be the program requirements of the agencies and accessibility for their clientele. In such instances, the outskirts of the cities and towns are more appropriate for these activities. The final decision to locate a facility outside of the central business area shall be made by the senior program manager of the agency involved, at the state level or higher. Additionally, central business district locations are often not suitable for Forest Service District Ranger offices and other offices with special program needs for specific locations, such as plant, grain, animal, meat inspectors; and certain research facilities, or cooperative functions with state and local governments.



MAR 4 1950

SECRETARY'S MEMORANDUM NO. 1954, REVISED

USDA Policy on Location of Agriculture Facilities

Policy. It is the policy of the U.S. Department of Agriculture to support the President's Urban Policy by locating its leased and owned facilities, and those provided by the General Services Administration which are located in or adjacent to urban areas or incorporated rural communities, within the central business area of those communities to the extent it is able and unless the program requirements of its agencies prevent locating in downtown areas.

Basis of Policy. On August 16, 1947, the President signed Executive Order 12072, which governs Federal Space Management for Executive Agencies. The Order requires that in urban areas, first consideration be given to locating Federal facilities in the central business area. This requirement applies to agencies whether acquiring space through the General Services Administration, through delegation, or legislative authority. However, the Order also requires that consideration be given to the efficient performance of missions and programs of agencies, the nature and function of the facilities involved, the convenience of the public service, and the maintenance and improvement of safe and healthful working conditions for employees.

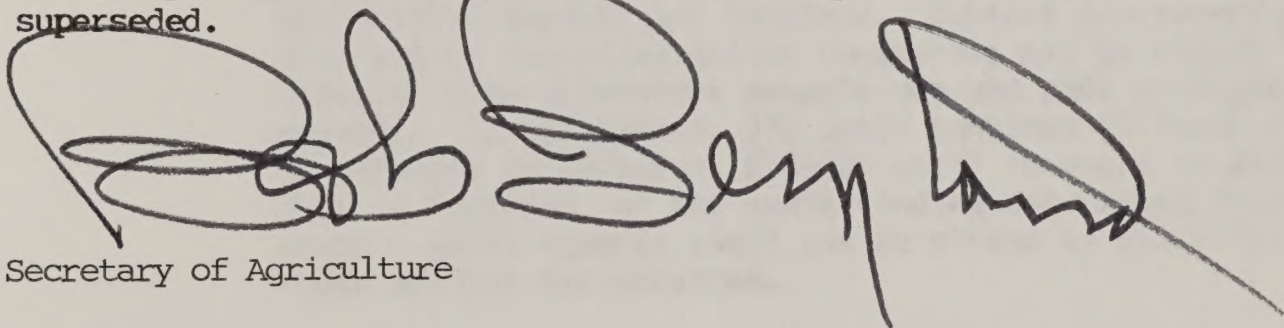
The program and service delivery requirements permit most offices and facilities of the Department to function suitably in the central business district of communities in or adjacent to where they are located. This includes regional and state offices, certain research facilities, and all agencies whose operations are not affected in the delivery of services by location. Additionally, first consideration will be given to housing county level field offices in federally controlled space in the central business area of urban areas and incorporated rural communities. However, in cases where federally controlled space is available it must be economically adaptable to meet agriculture needs in a timely manner (including the total needs for related facilities). Otherwise the primary consideration shall be the program requirements of the agencies and accessibility for their clientele. In such instances, the outskirts of the cities and towns are more appropriate for these activities. The final decision to locate a facility outside of the central business area shall be made by the senior program manager of the agency involved, at the state level or higher. Additionally, central business district locations are often not suitable for Forest Service District Ranger offices and other offices with special program needs for specific locations, such as plant, grain, animal, meat inspectors; and certain research facilities, or cooperative functions with state and local governments.

Implementation of Policy. This policy will be followed whenever agencies of the Department of Agriculture acquire space, either directly or through the General Services Administration where it does not conflict with the program requirements listed above, and where it does not conflict with the Rural Development Act of 1972, as amended. The Rural Development Act requires that consideration be given to locating Federal facilities in rural communities and areas (see 1 AR 673 for the definition of rural community). Executive Order 12072 pertains to the location of a facility within the community selected after considering the requirements of the Rural Development Act. The Order does not require and Departmental policy does not support moving from a rural area to an urban area.

The county level field service offices and those with special location requirements noted above will also consider locating in the downtown area when it does not conflict with their program requirements or inhibit access by their clientele.

It shall be the responsibility of the agencies to provide to the Office of Operations and Finance compelling and documented justification whenever a variance of this policy is required and a waiver requested through the Central Office of the General Services Administration.

Secretary's Memorandum No. 1994, dated August 2, 1979, is hereby superseded.



Secretary of Agriculture

Implementation of Policy. This policy will be followed whenever agencies of the Department of Agriculture acquire space, either directly or through the General Services Administration where it does not conflict with the program requirements listed above, and where it does not conflict with the Rural Development Act of 1972, as amended. The Rural Development Act requires that consideration be given to locating Federal facilities in rural communities and areas (see 16 U.S.C. 1272 for the definition of rural community). Executive Order 12072 pertains to the location of a facility within the community selected after considering the requirements of the Rural Development Act. The Order does not require and Departmental policy does not support moving from a rural area to an urban area.

The county level field service offices and those with special location requirements noted above will also consider locating in the downtown area when it does not conflict with their program requirements or inhibit access by their clientele.

It shall be the responsibility of the agencies to provide to the Office of Operations and Finance compelling and documented justification whenever a variance of this policy is required and a waiver requested through the Central Office of the General Services Administration.

Secretary's Memorandum No. 4544, dated August 2, 1972, is hereby


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 15, 1979

SECRETARY'S MEMORANDUM NO. 1995

Collection Action on Findings in Audit Reports

A recent General Accounting Office report entitled, "More Effective Action is Needed on Auditors' Findings--Millions Can Be Collected or Saved" shows that departments and agencies have a backlog of over \$4.3 billion in unresolved audit findings, and that failure to take appropriate action on audit findings may be costing the Government millions of dollars a year. The report pointed out that significant administrative changes and accounting controls are needed to insure that Federal officials take corrective action as necessary on audit findings.

In responding to the GAO recommendations, the Department agreed to take the following actions:

1. OIG shall revise and strengthen its internal audit followup procedures and the audit closure criteria stated in 8 AR, where collectible amounts are involved. Current procedures provide that audits involving dollar recoveries may be closed once agencies have determined amounts due and made arrangements for payment. In the future, OIG shall continue followup action on all amounts in excess of \$10,000 until recovery is made, the debt is forgiven, or the audit finding determined to be in error. Audit reports shall not be closed by OIG until one of those actions has occurred.
2. Agency officials shall have six months to reach decisions on what amount, if any, is due from contractors, cooperators, grantees, or others, as the result of audit findings. Agency officials shall, in accordance with existing authorities, determine the disposition of individual cases under \$10,000. Any current legal and administrative review procedures shall be continued.

Cases involving \$10,000 or more, where the disposition decision has not been reached six months after the audit report date, shall be referred to the appropriate General Officer for either (a) a time extension--which may be appropriate in large and complex situations, or (b) a decision as to the action to be taken.

The six-month period is intended to be a limit, not a relaxation of current policies for acting on audit reports. Audit resolution action should always proceed as rapidly as possible.

REPORTS

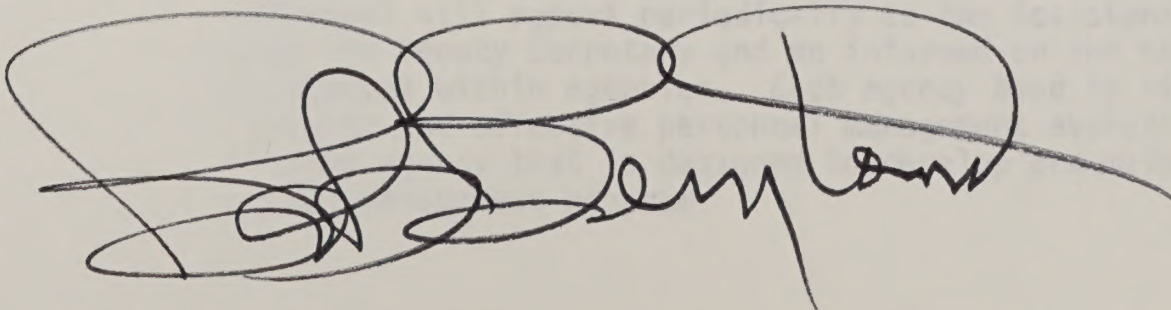
A decision to not seek collection of any amount shown to be due by an audit report shall be justified in writing and signed by the official authorized to make that decision. Any decision to forgive an amount of \$10,000 or more, whether by an agency or an Office of the Secretary official, shall require the prior review and concurrence of OGC.

Although referrals to General Officers shall be the responsibility of the Agency Heads, the Inspector General is authorized to bring to the attention of those officials or the Secretary, any significant matter where recovery action is either not initiated or, if initiated, not pursued within a reasonable period of time.

3. OIG shall prepare a semiannual report to Agency Heads of audit reports open more than six months. The first of these reports, as of March 31, 1979, was recently issued. These reports show recoverable amounts not yet collected and should help agency officials identify situations which require more aggressive management action.
4. Accounting and collection controls shall be established for any amounts determined to be due the Government as a result of audit findings.
5. Regardless of whether collection action is taken, agencies shall take action to resolve the underlying causes of conditions reported by OIG. This policy was previously stated in my memorandum of April 21, 1978.

Also, a recent letter from the Director of the Office of Management and Budget emphasized the need for Government-wide improvement in several key financial management areas. The OMB priorities include more effective management action in resolving audit findings and in collecting amounts due the Government.

Appropriate changes shall be made by O&F and OIG in Chapter 6, Claims, of 7 AR, Accounting, and in 8 AR, Audits and Investigations, respectively. All program agencies shall review their internal procedures and make such revisions as are necessary to conform to the policies stated in this memorandum and the Administrative Regulations.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the signature line.

Secretary of Agriculture

A decision to not seek collection of an amount shown to be due by an audit report shall be justified in writing and signed by the official authorized to make such decision. Any decision to forgive an amount of \$10,000 or more, whether by an agency or an Office of the Secretary, shall require the prior review and concurrence of OAC.

Although reports to General Officers shall be the responsibility of the Agency Head, the Inspector General is authorized to bring to the attention of such officials of the Agency any significant matter where necessary action is either not initiated or, if initiated, not pursued within a reasonable period of time.

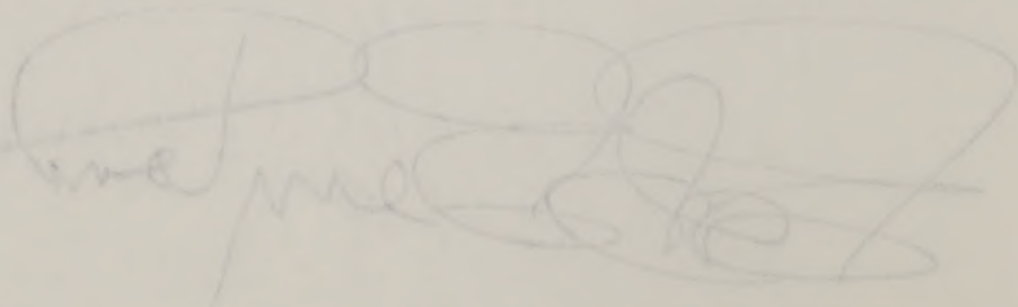
OIG shall prepare a semiannual report to Agency Heads of audit reports open more than six months. The first of these reports as of March 31, 1979, was recently issued. These reports show recoverable amounts not yet collected and audit findings. Officers identify situations which require more aggressive management action.

Accounting and collection controls shall be established for any amounts determined to be due the Government as a result of audit findings.

Regardless of whether collection action is taken, agencies shall take action to resolve the underlying causes of conditions reported by OIG. This policy was previously stated in my memorandum of April 27, 1978.

Also, a recent letter from the Director of the Office of Management and Budget requested the need for Government-wide improvement in several key financial management areas. The OMB priorities include more effective management action in resolving audit findings and in collecting amounts due the Government.

Appropriate changes shall be made by OSE and OIG in Chapter 2, Circular of V.A. Accounting, and in 31 CFR, Audits and Investigations, respectively. All program agencies shall review their internal procedures and make such revisions as are necessary to conform to the policies stated in this memorandum and the Administrative Regulations.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

21 August 1979

SECRETARY'S MEMORANDUM NO. 1996

Increased Delegation of Personnel Management Authorities

One of the major principles of the Civil Service Reform Act of 1978 is the delegation of greater authority for personnel management to Federal managers. The Department is now in the process of delegating additional personnel management authorities to Departmental agency heads and removing restrictions on the use of existing authorities. These delegations, when exercised properly within appropriate laws and the rules, regulations, policies, guidelines, and standards of the Office of Personnel Management and the Office of Personnel, will result in a sound and effective personnel management program at the agency level. Failure to exercise personnel delegations properly, however, can result in violations of civil service laws, rules, and regulations and in penalties against agencies and the responsible officials.

Good management practice dictates that personnel management delegations of authority be accompanied by responsibility and accountability on the part of agency administrators, management officials, and personnel officers. The measure of this accountability is performance. The Civil Service Reform Act of 1978 places great emphasis on managerial and supervisory performance, and performance is related to bonus pay for senior executives and merit pay for line managers and supervisors. How well agency heads and line officials carry out delegated personnel management authorities relates directly to the economy, efficiency, and effectiveness of their operations and will be reflected in their performance appraisal. This shall have a bearing on whether or not senior executives receive bonus pay and line managers and supervisors receive merit increases.

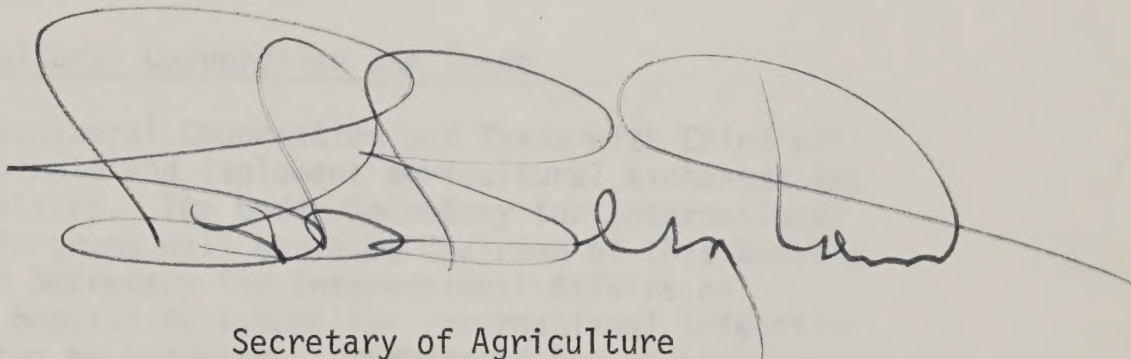
The Civil Service Reform Act of 1978 requires that the Office of Personnel Management establish and maintain an oversight program to ensure that activities under any delegated authority are carried out in compliance with civil service laws, rules, regulations, and standards. Under the Assistant Secretary for Administration, the Director of Personnel is responsible for oversight at the Department level. The Director of Personnel will report periodically to the Assistant Secretary who will keep the Deputy Secretary and me informed on the state of personnel management within agencies. Each agency head is responsible for an adequate and effective personnel management evaluation system within his/her agency that is designed to develop and maintain a quality personnel management program.

PERSONNEL

Agency use of increased personnel management authorities shall be monitored by the Office of Personnel Management and the Office of Personnel through personnel management evaluations and a Departmental personnel management planning and control system. The latter will be used to determine the need for special personnel management evaluations. Moreover, the assessments of personnel management programs made by these offices shall be considered in performance appraisals of line and personnel officials responsible for personnel management.

General Officers, agency heads and line managers shall consider the above in developing performance standards for subordinate officials.

The Assistant Secretary for Administration or the Director of Personnel may, at any time, change, modify, or withdraw personnel management authorities made by me when the use thereof is not compatible with law or Office of Personnel Management and Office of Personnel policies, rules, regulations and standards. These officials also have authority to take direct action to ensure conformity of personnel actions with appropriate laws, Office of Personnel Management rules and regulations, and other appropriate Federal and Departmental rules and regulations.

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Secretary of Agriculture

Agency use of increased personnel management activities shall be monitored by the Office of Personnel Management and the Office of Personnel Management through management evaluation and a Departmental personnel management planning and control system. The latter will be used to determine the need for special personnel management activities. Moreover, the development of personnel management programs made by these offices shall be considered in performance appraisals of the and personnel officials responsible for personnel management.

General Officers, except heads and line managers shall consider the above in developing performance standards for subordinate officials.

The Assistant Secretary for Administration or the Director of Personnel may, at any time, change, modify, or withdraw personnel management activities made by him when the use thereof is not compatible with law or Office of Personnel Management and Office of Personnel Policy, rules, regulations and standards. These activities also have authority to take direct action to ensure conformity of personnel actions with appropriate laws, Office of Personnel Management rules and regulations, and other appropriate Federal and Departmental rules and regulations.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 31 1979

SECRETARY'S MEMORANDUM NO. 1997

Coordination of Agricultural Cooperation with
China within U.S. Department of Agriculture

OFFICIAL
SECRETARY'S FILES
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EXEC. CORR. & RECORDS

Purpose

The United States and China will be entering into a program of agricultural exchanges in 1979. These exchanges and associated cooperative activities will be extremely important in the development of our agricultural relations with China and are expected to make substantial contributions to our agricultural trade, economic information, and scientific knowledge. The full support of all agencies in the Department will be required to carry out these activities. Effective coordination and participation in these activities are necessary for the fullest realization of benefits to the Department and the U.S. agricultural community, and to China.

Working Group on Agricultural Cooperation and Trade

A Working Group on Agricultural Cooperation and Trade with China will be established to coordinate and implement agricultural exchanges and other cooperative activities. The Under Secretary for International Affairs and Commodity Programs will serve as Chairman of this Working Group, the Deputy Under Secretary for International Affairs as Vice Chairman, and the Special Assistant for International Scientific and Technical Cooperation as Secretary. Members of the Working Group will include the Administrator, Foreign Agricultural Service; Director, Office of International Cooperation and Development; Director, Science and Education Administration; Administrator, Economics, Statistics, and Cooperatives Service; Administrator, Animal and Plant Health Inspection Service; Chief, Forest Service; Chairman, World Food and Agriculture Outlook and Situation Board. In addition, the Working Group will include other Department officials as designated from time to time by the Chairman, and officials from other government agencies as may be invited to participate by the Chairman.

The following agencies will take the lead in coordinating cooperative activities with China:

Agricultural trade - Foreign Agricultural Service

Market development (applied technology) - Foreign
Agricultural Service

FOREIGN RELATIONS 5

Economic information - Economics, Statistics, and Cooperatives Service, working closely with the Foreign Agricultural Service and the World Food and Agriculture Outlook and Situation Board.

Science, Technology, and Extension - Science and Education Administration will lead these activities.

The Office of International Cooperation and Development will be responsible for overall coordination of the exchanges and associated cooperative activities, including coordination with the International Science and Education Council (ISEC). It will have responsibility for arranging training programs.

Administrative and Resource Support

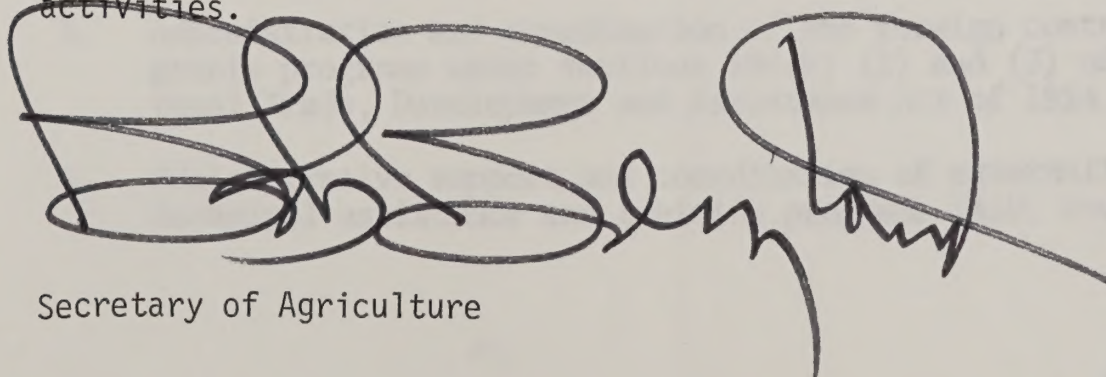
Each Department agency participating in exchanges with China will be responsible for providing the necessary staff and other resources to implement the required functions. OICD will have the responsibility to reimburse agencies for science and technology exchange activities through a special fund maintained by OICD (subject to budget approval). Agencies will provide staff to support their lead role in these activities.

All required correspondence and travel information will be forwarded through FAS in accordance with existing procedures and regulations.

Scope of Activities

The Working Group will coordinate exchanges and other cooperative activities in trade negotiations, market development, (applied technology), economic information, science, education, and other areas deemed appropriate to serve the interests of the U.S. agricultural community. The Working Group will provide continuing direction to the cooperative activities, and will conduct a comprehensive review of these activities at least once per year to ensure effective coordination and participation by the Department.

The Working Group will arrange and coordinate periodic discussions with representatives of the Government of China to plan future cooperative activities.

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Secretary of Agriculture

Economic Information - Economics, Statistics, and
Cooperative Service, working closely with the Foreign
Agricultural Service and the World Food and Agriculture
Outlook and Situation Board.

Science, Technology, and Extension - Science and
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The Office of International Cooperation and Development will be
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cooperative activities, including coordination with the International
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arranging training programs.

Administrative and Resource Support

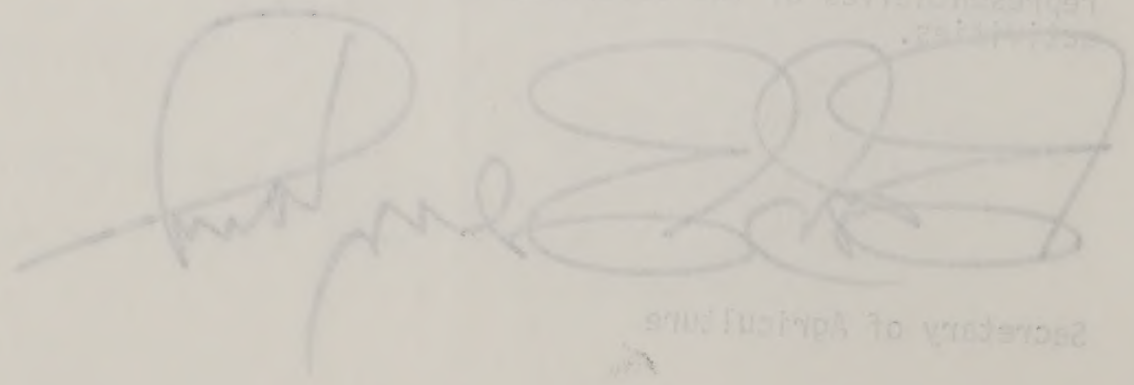
Each Government agency participating in exchanges with China will be
responsible for providing the necessary staff and other resources to
implement the proposed functions. OIC will have the responsibility
to reimburse agencies for science and technology exchange activities
through a special fund maintained by OIC (subject to budget approval).
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All required correspondence and travel information will be forwarded
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activities.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 26, 1979

SECRETARY'S MEMORANDUM NO. 1998

International Scientific and Technical Cooperation
In
Food and Agriculture

Purpose

In May 1978, I established the Office of International Cooperation and Development (OICD) to coordinate international scientific and technical cooperation, technical assistance, training and international organization liaison. This action was initiated to strengthen USDA's capability to help meet the President's objective to combat hunger and malnutrition throughout the world by bringing USDA resources for international assistance under singular coordination, establishing closer collaboration with U.S. universities and integrating USDA resources concerned with international organizations. The Director, OICD, reports to the Under Secretary for International Affairs and Commodity Programs.

I propose to further strengthen our international capability by expanding OICD's responsibilities to include the coordination of international cooperative research. To accomplish this objective, I am transferring to OICD the following functions previously carried out by the International Programs Staff, Science and Education Administration (SEA):

1. Coordination of policy formulation for USDA international science and technology programs concerning the international agricultural research centers and international organizations.
2. Administration and coordination of Departmental International Science and Technology Agreements including collaborative research under the Treaty of Friendship and Cooperation with Spain and the US/Israel Binational Agricultural Research and Development program.
3. Administration and coordination of the foreign contracts and grants programs under sections 104(b) (1) and (3) of the Agricultural Trade, Development and Assistance Act of 1954.
4. Administrative support and coordination of externally funded technical assistance and training programs (AID, country financed).

ORGANIZATION | (OICD)

Administrative support functions associated with the above activities will also be transferred to OICD.

OICD will work closely with SEA in carrying out the transferred functions.

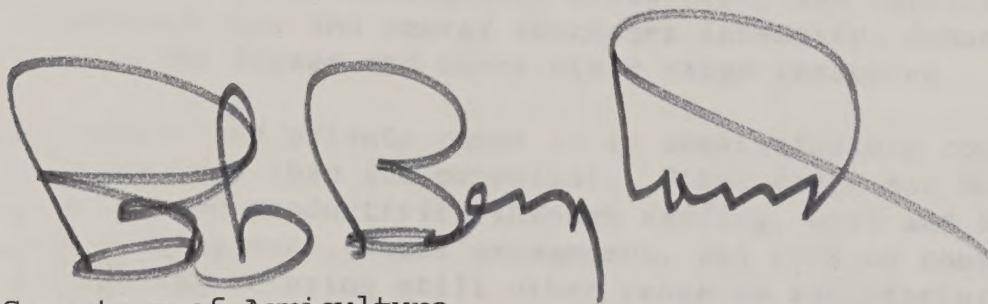
Administration, coordination, and implementation of those international programs which support domestic research activities will remain with SEA. These include: (1) tropical and subtropical research programs (section 406 of the Food for Peace Act of 1966); (2) the operation of various overseas laboratories and research programs, including related contracts, grants and cooperative agreements, and similar arrangements; and (3) technical liaison.

Incidental Transfers

The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel and vacancies, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

Effective Date

This transfer of responsibilities becomes effective as of October 1, 1979. The Delegations of Authority provided by this Memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in dark ink, appearing to read "B. B. Bennett".

Secretary of Agriculture

Administrative support functions associated with the above activities will also be transferred to OICD.

OICD will work closely with SDA in carrying out the transferred functions.

Administration, coordination, and implementation of these functions requires that support functions be transferred to OICD. These include: (1) technical and administrative support functions of the Board for the Board of Directors; (2) the operation of various executive laboratories and research centers, including related contracts, grants and cooperative agreements; and (3) personnel matters.

Functional Transfer

The Assistant Secretary for Administration and the Director of Services Policy Analysis and Review are authorized to approve and transfer of functions, powers, and responsibilities, including authority, assets, resources, property and individuals as may be necessary to implement the provisions of this transfer.

Effective Date

This transfer of responsibilities becomes effective on 1 October 1977. The authority of authority given by this document shall remain in effect for 10 days or until such further time as they are published in the Federal Register.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 25, 1979

SECRETARY'S MEMORANDUM NO. 1999

Statement of Range Policy

1. PURPOSE AND SCOPE: The Department administers programs and makes decisions that affect the use and management of the approximately 1.56 billion acres of public and privately owned range in the United States. This memorandum sets forth Departmental policy on range productivity, protection, conservation, management, education, technical and financial assistance, research, and coordination among agencies of the Department and other agencies, organizations, and individuals. This policy is designed to improve, protect, and enhance the integrity of range ecosystems, to improve the social and economic well-being of people and communities that depend on range for their livelihood, and to provide wildlife, recreational, and other amenities from the range for the benefit of all Americans.

2. BACKGROUND: Range provides the principal source of forage for cattle and sheep operations of thousands of American farmers and ranchers. Many of these range livestock operations are small family farms, with income from range livestock supplemented by other agricultural pursuits, or non-farm enterprises. Other farm and ranch operations are fully dependent for their incomes upon range livestock production. Range forage usually is complemented by forage and feed from other sources.

In addition to their livestock forage production values, ranges are a vast national treasure house of vegetation, minerals, water, wildlife and fish, recreation, and archeological, historical, and cultural sites. As human populations rise and energy shortages intensify, demands are expected to increase for forage and these other range resources.

Much public and private range is in unsatisfactory condition and is producing less than its potential. Other range has been improved in condition and productivity through seeding, weed and brush control, grazing management, water management, and erosion control. However, work remains to bring still other range to satisfactory and productive condition.

Programs are needed that fully recognize and provide a balance between outdoor recreation, wildlife, and commercial livestock production on the Nation's range. A timely, dynamic range conservation, research, and education program must be maintained to provide and implement new knowledge.

3. GOALS: National goals for range are:

- A. Bring ranges fully into the structure and planning of American agriculture.
- B. Improve productivity while protecting and enhancing the biological and physical integrity of range ecosystems.
- C. Foster a permanent, increasingly productive range livestock industry.
- D. Provide fundamental knowledge and improved technology for policy and management decisions for optimum use of all range resources.
- E. Support and strengthen National and international cooperation designed to benefit ranges and their users.
- F. Enhance conservation of range and water resources and maintenance of environmental quality.

4. POLICY: The Department will:

- A. Emphasize cooperation and coordination with Federal, State, and private organizations and institutions and individuals in planning and executing range programs so as to: (1) improve the quality of service to the Department's range constituency; (2) accelerate the conservation and improvement of range resources; (3) prevent duplication and overlap of duties; and (4) achieve interagency range goals efficiently.
- B. Make periodic inventories, assessments, and appraisals of the Nation's range resources that are based upon ecological and agronomic principles and concepts, contain data that identify multiple use and are compatible among agencies, have utility for management of range resources at the local level, and be capable of aggregation for State, regional, and national analyses and reports. Assessments and appraisals will include evaluation of opportunities to supply needed range forage in competition with other demands upon the range, and in recognition of complementary and alternative sources of livestock feed. Economic intelligence on the availability and condition of range and pasture lands and the health of livestock and wildlife will be gathered.
- C. Develop and support a range research program that will provide new knowledge and improved technology. Emphasis will be to provide fundamental and practical knowledge for productive, environmentally acceptable, cost-effective, and energy-efficient range management systems; support and strengthen international cooperation in range research; and conduct economic research relating to range management within a broad program of economic analyses of the agricultural sector, including production, marketing, and distribution of earnings.

D. Accelerate development and demonstration of educational and technology transfer programs that will bring commercial livestock production, outdoor recreation, wildlife and fish habitat and watershed management into balance on ranges and into balance with other aspects of agriculture; provide continuing education programs in conservation and management of range production, marketing, and rural development; provide international education and extension programs to foster acceptable management of range ecosystems throughout the world; and, disseminate, demonstrate, and apply research results to meet the need of public resource management and regulatory agencies and private organizations and individuals.

E. Give additional emphasis to technical, managerial, loan and other financial assistance programs for range owners, operators, and other users that will encourage them to apply needed range conservation treatments including those that yield both on- and off-site public benefits; enhance the economic stability of individual and groups of family farmers and ranchers and their local communities; and bring about better land stewardship. Range technical assistance programs will utilize both direct help in planning and applying range practices and systems and indirect assistance through appropriate agencies, organizations, and individuals. Financial assistance to young farmers and ranchers and credit opportunities to grazing associations will be emphasized. Cost-sharing and long-term contracts also will be emphasized and used as feasible and desirable.

F. Administer the range resources of the National Forest System for the benefit of the American public through cost-effective management and development of the range commensurate with demand for forage and other resources and in accordance with supply capabilities, and for development and demonstration of effective range management systems. Give priority to National Forest System and other USDA agency range programs with the greatest prospect of positive benefits and least adverse environmental impact; conversely, give low priority to range programs with low probabilities of positive benefits except where overriding social concerns exist.

G. Maintain a professional work force of persons educated and trained in the art and science of range management and research and who have a broad understanding of natural resources and their management.

H. Include the equal opportunity element in service delivery to the range constituency and the occupational safety and health element in technology development.

5. IMPLEMENTATION:

A. Within one year, each agency of the Department will bring its policies and program direction into compliance with this Memorandum. Rules, regulations, and other directives are to be written or revised as necessary to meet this requirement. All agency officials in policy positions, and other officials as appropriate, are to be made fully aware of the goals, policy, and new direction.

B. Coordinated plans of action to implement the policies of this Memorandum will be developed under the direction of the committee described below. These plans should be based upon assessments, appraisals, policies, and programs prepared in accordance with directions of the Forest and Rangeland Renewable Resources Planning Act of 1974, as amended (P.L. 93-378), the Soil and Water Resources Conservation Act of 1977 (P.L. 95-192), and the Renewable Resources Extension Act of 1978 (P.L. 95-306).

C. To facilitate implementation of the policies expressed in this Memorandum, and for other purposes, the Secretary hereby establishes a Departmental Committee on Range (DCOR). The Committee will be the Department's locus on range matters of interagency concern.

The Committee is to: facilitate achievement of the Department's range goals through interagency consideration of relevant issues and opportunities for their resolution through coordinated action; foster range program efficiency; and search out and recommend ways to avoid program redundancy and omission. Agency heads will assure that current range program activities are delineated and that range program plans developed within each agency are made known to the DCOR.

The Committee will:

- (1) Develop and recommend a plan of action to assure common interpretation and understanding of this Memorandum, and implementation of the policies;
- (2) Develop or amend Secretary's Regulations, or other necessary range directives that are of interagency concern;
- (3) Develop interagency range initiatives to foster achievement of USDA's range goals.

The Committee will be co-chaired by the Assistant Secretary for Natural Resources and Environment and the Director of Science and Education who jointly will be responsible for its functioning and for DCOR liaison with the Committee Management Officer of the Department. Committee membership will include individuals from each of the following: APHIS, ASCS, ESCS, FmHA, FS, OEQ, OICD, SCS, SEA, and the Office of the Assistant Secretary for Administration.

Objectives of the Committee will be achieved with staff assistance from an ad hoc working group of agency persons appointed by the co-chairmen of DCOR from those recommended by the Committee.

C. As the initial thrust toward achieving full and effective development and balanced use of range for its many values and its recognition as a full partner in USDA programs, the Committee will consider interagency problems and opportunities such as are represented by the following:

1. Improving the data base for understanding and evaluating rangeland supply problems and needs.

2. Cost-effective range management and how to speed its implementation through research, evaluation, technology transfer, and demonstration.

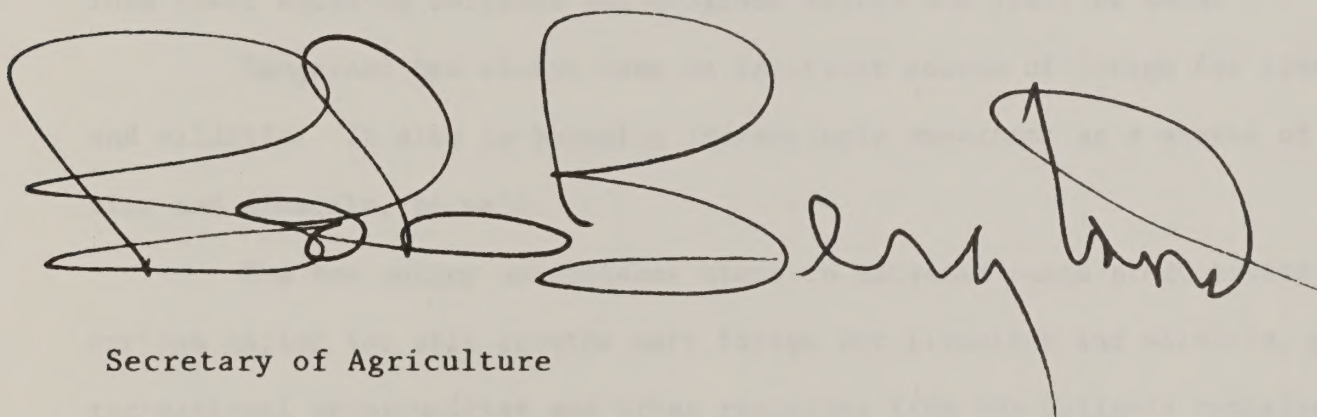
3. Assessment of the specific problems of arid and semiarid lands in the U.S. and Mexico as an integral part of the national plan to combat desertification through research, development and technical and financial assistance programs in coordination with the Department of State.

4. The role of coordinated resource planning in areas of intermingled public and private lands.

5. Management of range pests in coordination with the Department's working Group on Integrated Pest Management (IPM).

6. Defining the Federal role for management and control of predators on public lands, working with the U.S. Department of the Interior and responsible State agencies.

7. More cost-effective utilization of lands and facilities controlled by the Department.

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Secretary of Agriculture

1. The first of the main objectives of the present study is to determine the extent to which the various factors mentioned in the preceding paragraph are related to the level of the country's economic development.
2. The second objective is to determine the extent to which the various factors mentioned in the preceding paragraph are related to the level of the country's social development.
3. The third objective is to determine the extent to which the various factors mentioned in the preceding paragraph are related to the level of the country's cultural development.
4. The fourth objective is to determine the extent to which the various factors mentioned in the preceding paragraph are related to the level of the country's political development.
5. The fifth objective is to determine the extent to which the various factors mentioned in the preceding paragraph are related to the level of the country's environmental development.

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Secretary of the Department

The following is a list of the various factors mentioned in the preceding paragraph, arranged in order of their importance to the country's development:

1. The level of the country's economic development.
2. The level of the country's social development.
3. The level of the country's cultural development.
4. The level of the country's political development.
5. The level of the country's environmental development.

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2. The level of the country's social development.
3. The level of the country's cultural development.
4. The level of the country's political development.
5. The level of the country's environmental development.



NEWS

U.S. DEPARTMENT OF AGRICULTURE

O'Connor (202) 447-4211
Forte (202) 447-4026

USDA SETS RANGE POLICY

WASHINGTON, Oct. 29--The nation will get more productivity from its 1,550 million acres of forage-producing forest lands and range, an invaluable--but often low profile--resource in the nation's goals, said Secretary of Agriculture Bob Bergland in announcing a new policy on range management today.

Bergland said "the policy is designed to improve and protect the range and its resources and the social and economic well-being of people and communities that depend on range for their livelihood."

All agencies of the U.S. Department of Agriculture must work the policy into their existing policies and programs within one year, he said.

Rangeland has always been an important source of forage for livestock and wildlife. It also is becoming increasingly important as a source of recreation and minerals, he said.

The new policy establishes steps to increase range productivity. The actions called for will provide more forage for livestock and wildlife, greater recreational opportunities and other resources from the nation's rangelands.

Bergland said the policy will bring ranges fully into the structure and planning of American agriculture. It will increase cooperation among federal, state and private organization, improve range research and rapid transfer of its research results to users. Bergland said the policy will place additional emphasis on technical and financial assistance.

-more-

Among other things, the policy is designed to strengthen the range livestock industry and enhance the environmental quality of the rangeland.

To help implement the policy, Secretary Bergland said he is establishing a departmental committee to be co-chaired by M. Rupert Cutler, assistant secretary for natural resources and environment and Anson R. Bertrand, director of science and education.

Among items to be considered by the committee are ways to speed up application of cost-effective range management methods, ways to prevent arid and semiarid lands in the U.S. and Mexico from turning into desert, how to manage pests and better definition of the federal role in managing predators on public lands.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 15, 1979

SECRETARY'S MEMORANDUM NO. 2000

USDA SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM

Public demand for a more efficient and responsive government during a period of limited human and financial resources places a high priority on the improved management of public programs. Within the Department of Agriculture, an effective and viable executive workforce is essential to the successful operation of programs and services vital to the Nation's economy and to the well-being of the American public.

The Department of Agriculture has a tradition of excellence among its managers and executives who have demonstrated skill and dedication in administering our programs and in serving the public. We must maintain this tradition by planning for future executive leadership needed to meet the challenges of tomorrow.

The Civil Service Reform Act of 1978, through the Senior Executive Service, provides for new standards of managerial accountability and performance. The Act also provides for programs of systematic development of Senior Executive Service incumbents and candidates to help assure that the highest standards of public service and management are continued. Within the Department of Agriculture, 49% of our Senior Executives are eligible for retirement during the next five years. In order to assure a continuous cadre of executives, and in keeping with the principles of the Civil Service Reform Act of 1978, I am establishing the USDA Senior Executive Service Candidate Development Program.

This program will offer intensive developmental experiences for selected managers over an eighteen month cycle to prepare them for the responsibilities of the Senior Executive Service. As part of the total effort, Agencies will provide developmental opportunities for Senior Executive Service incumbents, and supervisors and managers at the GS-12 through GS-15 grade levels. The program, to be administered by the Office of Personnel under the guidance of the Secretary's Executive Resources Board, will be announced in the first quarter of Fiscal Year 1980.

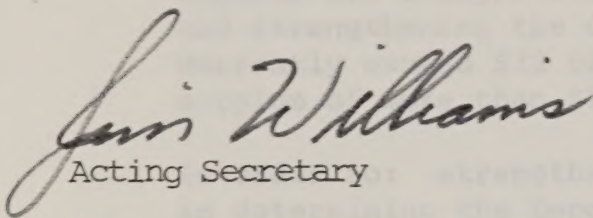
PERSONNEL 3

-2-

I strongly support the President in his recent statement that,

"We have the opportunity, now, to establish systems that will provide an effective, motivated, and exemplary corps of career executives to serve the needs of our Nation in the years to come. There are no more important actions we can take to provide long-term benefit to Government and more efficient delivery of services to the public."

I ask your continued support to make this program a reality so we may better serve all Americans.


Acting Secretary

strengthen the role of the General Sales Manager in determining the Department's export policy and in administration of the Department's export credit and export control programs; and ensure more effective utilization of Division personnel resources. I am realigning the export promotion and development activities in the Department.

2. FUNCTIONS. The Office of the General Sales Manager (OSM) is hereby established within the Foreign Economic Service and the General Sales Manager will become an Associate Administrator of FAS. As an Associate Administrator, the General Sales Manager will be directly responsible for guiding and supervising the planning, execution and coordination of all the Department's export activities and export development programs. In policy matters related to OSM and FAS programs, the General Sales Manager will continue to report directly to the Secretary, who is the Chairman of the OSM Board. Through the OSM Board Secretary for International Affairs and Commerce Relations, who is the President of the OSM, on policy matters related to export development programs, the General Sales Manager will report to the Administrator, FAS. This realignment of functions will strengthen the role of the General Sales Manager as the principal sales representative of the Department and will strengthen participation of the General Sales Manager in making international trade policy decisions, including collection, analysis and dissemination of information on export promotion and utilization of export credit facilities, and in representation of the Department in international economic and trade forums.

I strongly support the President in his recent statement that:

"We have the opportunity, now, to establish systems that will provide an effective, motivated, and experienced corps of executives to serve the needs of our Nation in the years to come. There are no more important actions we can take to provide long-term benefit to Government and more efficient delivery of services to the public."

I ask your continued support to make this program a reality so we may better serve all Americans.

James William Williams
Executive Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 27, 1979

SECRETARY'S MEMORANDUM NO. 2001

STRENGTHENING OF EXPORT CREDIT AND MARKET DEVELOPMENT
ACTIVITIES IN USDA

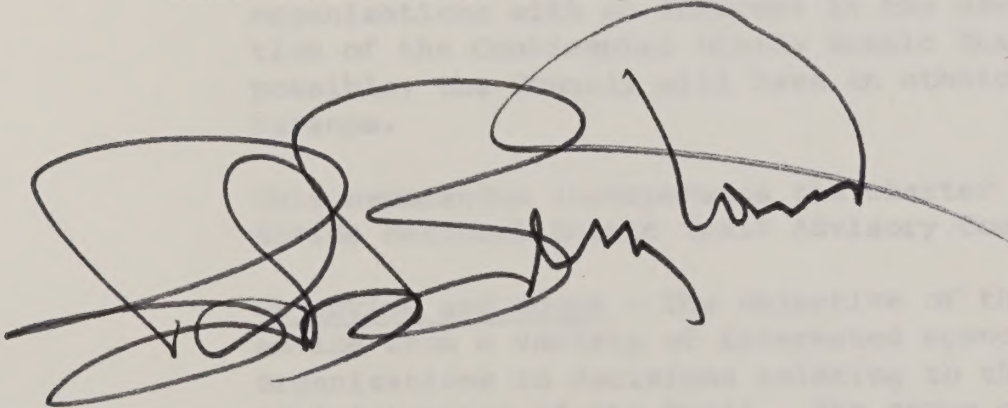
1. PURPOSE. A principal objective of the Department is to assist U.S. Agriculture develop and expand overseas markets for American farm products. A strong export demand for farm products is essential to maintaining U.S. agriculture at maximum productive capacity and assuring a fair return to farmers. Increased farm exports are a major factor in improving U.S. balance of trade and strengthening the dollar overseas. Agricultural exports currently exceed \$32 billion per year and result in a net trade surplus of more than \$15 billion.

In order to: strengthen the role of the General Sales Manager in determining the Department's export policy and in implementation of the Department's export credit and market development programs; and assure more effective utilization of limited personnel resources, I am realigning the export promotion and development activities in the Department.

2. FUNCTIONS. The Office of the General Sales Manager (OGSM) is hereby established within the Foreign Agricultural Service and the General Sales Manager will become an Associate Administrator of FAS. As an Associate Administrator, the General Sales Manager will be directly responsible for policy level decisions over the planning, execution and evaluation of all the Department's export credit and market development programs. On policy matters related to CCC and PL 480 programs, the General Sales Manager will continue to report directly to the Secretary, who is the Chairman of the CCC Board, through the Under Secretary for International Affairs and Commodity Programs, who is the President of the CCC. On policy matters related to market development programs, the General Sales Manager will report to the Administrator, FAS. This realignment of functions will strengthen the role of the General Sales Manager as the principal sales spokesman of the Department; and will strengthen participation of the General Sales Manager in ongoing international functions involving collection, analysis and dissemination of information on world production and utilization of agricultural commodities, and in representation of the Department in international economic and trade matters.

FOREIGN RELATIONS 3-1

3. MANAGEMENT SUPPORT ACTIVITIES. Such administrative and management support as are required will be provided from within the agency. All accounting, fiscal, budget, personnel, claims, and other management support functions presently performed by the Agricultural Stabilization and Conservation Service in the administration of the functions of the Office of the General Sales Manager will be transferred to the Foreign Agricultural Service, except that the Agricultural Stabilization and Conservation Service will have responsibility for fiscal, budget, accounting and claims functions relating to Commodity Credit Corporation (CCC) programs administered by the Foreign Agricultural Service.
4. CCC FUNDS ALLOCATION. Commodity Credit Corporation funds, including those available for administrative expenses, will be used to carry out Commodity Credit Corporation programs and activities administered by the Office of the General Sales Manager within FAS.
5. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration and the Director, Economics, Policy Analysis and Budget, are authorized to approve such transfer of funds, records, property, space and personnel as are involved in the organizational assignments made by this memorandum.
6. EXISTING DIRECTIVES. Prior Delegations of Authority, Administrative Regulations and other directive material not inconsistent with the provisions of this Memorandum remain in effect.
7. CODIFICATION. The Delegations of Authority provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the signature line.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 27, 1979

SECRETARY'S MEMORANDUM NO. 2002

Continental Divide National Scenic Trail Advisory Council

This memorandum establishes the Continental Divide National Scenic Trail Advisory Council for a 10-year period in accordance with the provisions of Section 551, Title V, of the National Parks and Recreation Act of 1978 (PL 95-625) and the Federal Advisory Committee Act (PL 92-463). Establishment of this Council is in the public interest in connection with the performance of duties imposed on the Department by law, and will serve an essential function.

The National Trails System, authorized by the National Trails System Act (PL 90-543) as amended, is composed of recreation, historic, and scenic trails to provide for increasing outdoor recreation needs and to promote access to, travel within, and enjoyment of outdoor areas.

The purpose of this Council is to advise the Secretary of Agriculture on the development and management of the Continental Divide Trail. The Council is needed to obtain this advice from a broad range of concerned individuals and organizations.

A balanced membership, not exceeding 35 in number, shall be drawn from Federal agencies, State and local government, industry, and organizations with an interest in the development and administration of the Continental Divide Scenic Trail. To the extent possible, the Council will have an ethnic, racial, and sexual balance.

This memorandum incorporates the charter of the Continental Divide National Scenic Trail Advisory Council as follows:

Objective and Scope - The objective of the Council is to secure advice from a variety of interested agencies, governments, and organizations in decisions relating to the development and administration of the Trail. The scope of the Council includes areas of policy, planning, and management with regard to the Continental Divide National Scenic Trail.

Time Period Necessary to Carry Out Purpose and Termination Date - Ten years from date of establishment.

COMMITTEES

(Continental Divide National Scenic Trail Advisory Council)

Committee Reports to - Secretary of Agriculture.

Support Provided by - Forest Service, USDA.

Duties - Members shall consider broad questions of the National Trails System Act, policy, programs, and procedures affecting the development and administration of the Continental Divide National Scenic Trail and make recommendations to the Secretary. Responsibility for decisions remains with the Secretary and the Forest Service in accordance with existing laws and regulations.

Estimated Annual Operating Cost - Members shall serve without pay, but with reimbursement of travel expenses and per diem for attendance at Council functions approved by the Chairperson. Annual operating costs are estimated at \$19,000 with 1/4 person - years of staff support.

Federal funds which will be used to support, directly the operation of the Council.	\$ 2,000
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Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Council.	\$ 5,000
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Travel expenses, including per diem or subsistence which will be incurred by Council members and Department employees in attending to the Council's operation.	\$ 9,000
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All expenses which will be paid by sources outside the Government, including, but not limited to, those paid by the Council members.	\$ 2,000
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Cost of processing, publishing, and distributing required reports.	\$ 1,000
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Total Cost	\$19,000
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Total Person-year of Staff Support	1/4
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Estimated Number and Frequency of Meetings - One annual meeting of the entire Council will be called by the Chairperson. Special meetings of the entire membership, or a portion of the membership, may be scheduled at the approval of the Chairperson. All meetings will be open to the public. A Forest Officer will attend all meetings and have authority to adjourn meetings whenever adjournment is considered to be in the public interest.

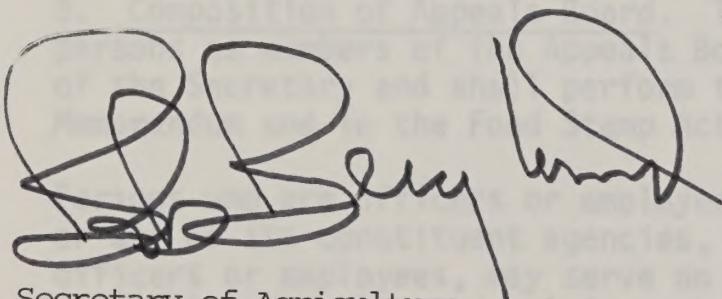
Officers and Membership - Members will be appointed by the Secretary to serve a 2-year term. The Council may provide for a series of staggered terms to ensure continuity of Council operation and procedures. Membership will include:

1. A member appointed to represent each Federal Department or independent Agency administering lands through which the Trail route passes. Each representative shall be designated by the head of such Department or Agency.

2. A member appointed to represent each State through which the Trail passes. Appointment of such representatives shall be made from recommendations of the Governors of such States.

3. One or more members appointed to represent private organizations, including corporate and individual landowners and land users, having an established and recognized interest in the Trail. Appointment of such representatives shall be made from recommendations by such organizations.

The United States Department of Agriculture representative shall serve as Council Chairperson. Members may be assigned to Subcommittees according to the geographical location of their places of residence. Each Subcommittee Chairperson will be appointed by the Council Chairperson from among the members of the Subcommittee.



Secretary of Agriculture

9 9
UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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December 10, 1979

SECRETARY'S MEMORANDUM NO. 2003

State Food Stamp Appeals Board

1. Purpose and Authority. This Secretary's Memorandum establishes a State Food Stamp Appeals Board to consider timely appeals and conduct administrative reviews of claims asserted against State agencies by the Food and Nutrition Service (FNS) pursuant to Section 14 of the Food Stamp Act of 1977 (7 U.S.C. 2022) and the Food Stamp Program Regulations (7CFR 276.6).

2. Jurisdiction. The jurisdiction of the Appeals Board extends to reviews of claims against State agencies as a result of financial losses involved in the acceptance, storage and issuance of food coupons, charges of negligence, and disallowance of Federal funds for State agency failure to comply with the Food Stamp Act, Regulations, or the FNS-approved State Food Stamp Plan of Operation.

A State agency aggrieved by a claim resulting from a negligence charge, or the disallowance of Federal funds for failure to comply with the Food Stamp Act, Regulations, or the FNS-approved State Food Stamp Plan of Operation, shall have the option of requesting a hearing before the Appeals Board or accepting a review of the record and any written submission to be presented by the State agency. Administrative review of claims involving the acceptance, storage and issuance of food coupons shall be through a review of the record and written submissions.

3. Composition of Appeals Board. The Secretary shall appoint three persons as members of the Appeals Board, who shall serve at the pleasure of the Secretary and shall perform the functions prescribed in this Memorandum and in the Food Stamp Act and Regulations.

Persons who are officers or employees of the Department of Agriculture or any of its constituent agencies, except FNS, as well as other Federal officers or employees, may serve on the Appeals Board. Persons who are not employed by the Federal Government may also be asked to serve on the Appeals Board. However, no person who has been associated with the case being appealed shall serve as an Appeals Board member.

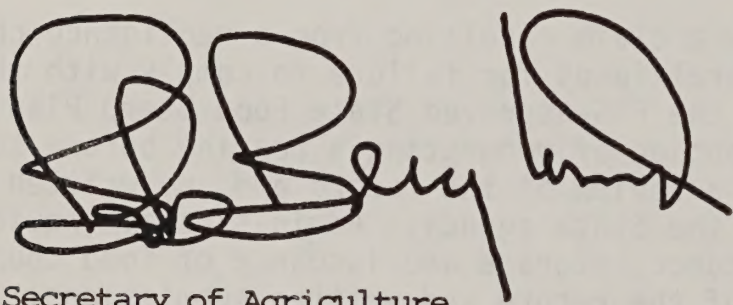
The Secretary shall designate one of the Appeals Board members to be Chair. The Appeals Board Chair may, at his discretion, constitute the entire Board to sit for any review. The Appeals Board Chair may also designate another Appeals Board member to act for him.

The Director, Administrative Review Staff, FNS, shall serve as permanent Executive Secretary to the Appeals Board and shall provide all administrative and clerical support as the Appeals Board may require to efficiently and effectively discharge its responsibilities.

4. Procedures. The Executive Secretary shall acknowledge all State agency appeals and requests for administrative review in writing and shall inform the State agency whether the appeal is timely and can be accepted for review by the Appeals Board. The Executive Secretary shall also issue written instructions to all parties governing the date, time and location for any hearing, procedures to be followed during the hearing, and documentation to be submitted to the Appeals Board.

5. Decisions. The decision of the Appeals Board shall be issued over the signature of the Appeals Board Chair, in accordance with the schedule established in the Food Stamp Program Regulations. This decision constitutes the final administrative determination of the Department of Agriculture and is binding on all parties.

6. Judicial Review. A State agency aggrieved by the final determination of the Appeals Board may seek judicial review and a stay of administrative action by filing a complaint against the United States in a United States District Court in accordance with the Food Stamp Act and Regulations.

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Secretary of Agriculture

Obsolete
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Sep 18, 1981

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 3, 1980

SECRETARY'S MEMORANDUM NO. 2003, REVISED

State Food Stamp Appeals Board

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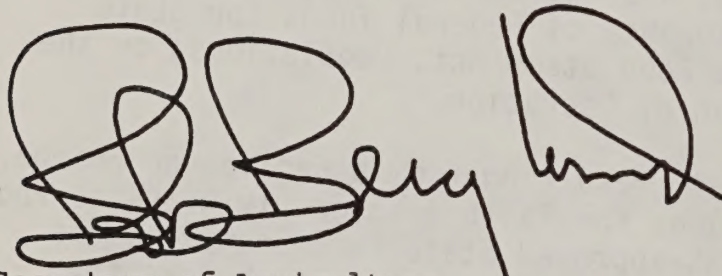
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Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20205

DEC 4 1979

SECRETARY'S MEMORANDUM NO. 2004

Rental Rates for Government-Furnished Quarters

1. Purpose: The purpose of this memorandum is to establish Department policy and procedural guidelines for the limitation of annual rental rate increases for Government-furnished housing in the Department to 7 percent.

2. Policy: In support of President Carter's anti-inflation program and to make rates being charged by the Department of Agriculture comparable with those being charged by the Department of the Interior, I am placing a temporary annual limitation of 7 percent of the basic rental rate on increases applicable to quarters occupied by employees of the Department of Agriculture.

The limitation will be applied to the basic rental rate and is not applicable to charges collected by the Government for utilities, furnishings or related services, which by law and regulation must reflect prevailing community rates.

One additional step will be taken to provide equity and assure a comparable base for calculation of the 1980 rental rates. Before applying the next CPI or rental survey adjustment, the current base rates will be adjusted, if necessary, so that they are no more than 7 percent above the base rates in effect just prior to December 13, 1978.

The 7 percent limitation on the next rate adjustment and the adjustment to current rates will not apply to any rental rate increase or portion of the increase attributable to correcting errors in previously computed rates.

3. Background: I have advised the Director of the Office of Management and Budget that I plan to limit rental rate increases for employees of the Department of Agriculture occupying Government-owned quarters to no more than 7 percent of the previous basic rental rate. This action was being taken in support of the President's anti-inflation policy and to make rental rates being charged by the Department of Agriculture comparable to those being charged by the Department of the Interior.

The first part of the paper discusses the importance of the study and the objectives of the research. It also mentions the scope of the study and the limitations of the study.

The second part of the paper discusses the methodology used in the study. It includes a description of the sample, the data collection methods, and the data analysis methods.

The third part of the paper discusses the results of the study. It includes a description of the findings and a discussion of the implications of the findings.

The fourth part of the paper discusses the conclusions of the study. It includes a summary of the findings and a discussion of the implications of the findings.

The fifth part of the paper discusses the limitations of the study. It includes a discussion of the limitations of the study and a discussion of the implications of the findings.

The sixth part of the paper discusses the future research. It includes a discussion of the future research and a discussion of the implications of the findings.

The seventh part of the paper discusses the references. It includes a list of the references used in the study.

The eighth part of the paper discusses the appendices. It includes a list of the appendices used in the study.

The ninth part of the paper discusses the index. It includes a list of the index used in the study.

The tenth part of the paper discusses the conclusion. It includes a summary of the findings and a discussion of the implications of the findings.

4. Implementation: To implement the 7 percent limitation, all agencies that furnish housing to their employees will take the following actions:

A. Beginning immediately and continuing until further notice, limit annual quarters rental rate increases to no more than 7 percent of the basic rental rate. The basic rental rate is defined in OMB Circular A-45. Consider increases resulting from either the annual Consumer Price Index (CPI) adjustment or rental rate surveys. Other charges that tenants pay directly to the Government, or are deducted from the tenant's salary for utilities, furnishings, and other related services are to be excluded from the 7 percent limitation. These charges will continue to be set by comparison with the cost of such services to occupants of comparable private rental housing.

B. Before applying the next CPI or rental survey adjustment, the current base rates will be adjusted, if necessary, so that they are no more than 7 percent above the base rates in effect just prior to December 13, 1978.

In both A and B above, exclude any rental rate increase or portion of increase attributable to correcting errors in previously computed rates.

C. As this action is tied to the President's anti-inflation program, the annual 7 percent limitation is intended only as a temporary measure. Rental rate establishment activities, including appraisal and survey actions, should continue to be conducted in accordance with established schedules. Agencies will be advised when the limitation has been lifted.

Bob Bergland
Secretary

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W. L. L. L.
11/28/79

N. D. B. L.
11-27-79
alvin

W. L. L. L.
11/26/79

W. L. L. L.
10/26/79

To Plant 12/10/79
B. L. L. L.
11/28

OCT 17 1979

D. Marcus
2/11
DANIEL MARCUS
General Counsel

1. The Commission is authorized to investigate and report on the activities of the Communist Party, its branches, and its members in the United States and its possessions.

2. The Commission is authorized to investigate and report on the activities of the Communist Party, its branches, and its members in the United States and its possessions, and to make recommendations for the prevention and control of such activities.

3. The Commission is authorized to investigate and report on the activities of the Communist Party, its branches, and its members in the United States and its possessions, and to make recommendations for the prevention and control of such activities.

4. The Commission is authorized to investigate and report on the activities of the Communist Party, its branches, and its members in the United States and its possessions, and to make recommendations for the prevention and control of such activities.

5. The Commission is authorized to investigate and report on the activities of the Communist Party, its branches, and its members in the United States and its possessions, and to make recommendations for the prevention and control of such activities.

Approved and
for the Commission

Very truly yours,
Chairman



DEPARTMENT OF AGRICULTURE

OFFICE OF ASSISTANT SECRETARY FOR ADMINISTRATION

WASHINGTON, D.C. 20250

FEB 4 1980

Mr. Secretary:

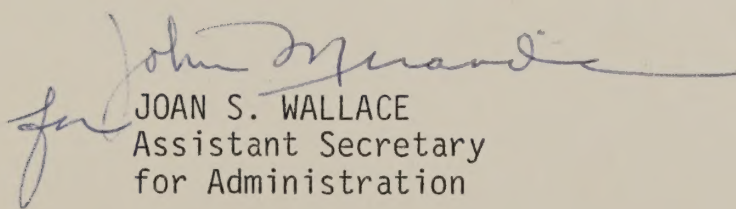
SUBJECT: Rescission of Secretary's Memorandum No. 2004

December 4, 1979 Secretary's Memorandum No. 2004 "Rental Rates for Government-Furnished Quarters" was issued to establish Department policy and procedural guidelines for the limitation of annual rental rate increases for Government-furnished housing in the Department to 7 percent.

This action was taken to make rate increases being charged to USDA comparable to those being charged by the Department of Interior.

It is now necessary to rescind this memorandum. The Director of the Office of Management and Budget has ruled that the 7 percent limitation on increases in quarters rental rates, now in effect in the Department of Interior and as directed by Secretary's Memorandum No. 2004, is contrary to law and regulations. OMB urges all agencies to comply with OMB Circular A-45.

Attached for your signature is the "Secretary's Memorandum No. 2004, Rescinded" and background material prepared by Forest Service.


JOAN S. WALLACE
Assistant Secretary
for Administration

Attachment

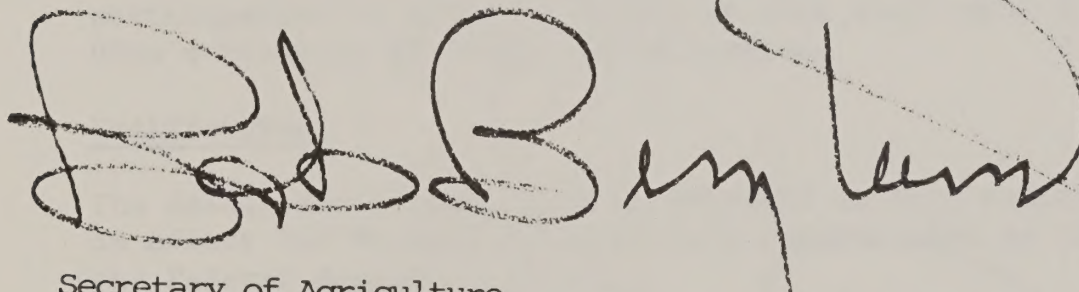
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 22, 1980

SECRETARY'S MEMORANDUM NO. 2004, RESCINDED

Rental Rates for Government-Furnished Quarters

1. Purpose: The purpose of this memorandum is to rescind Secretary's Memorandum No. 2004, dated December 4, 1979.
2. Reason: The Director of the Office of Management and Budget has ruled that the 7 percent limitation on increases in quarters rental rates, now in effect in another Department and as directed by my Memorandum No. 2004, is contrary to law and regulations. He has informed all Federal Departments of this ruling. Application of the ruling to all Federal Departments should result in equal treatment of all employees in Federal housing.
3. Action Needed: Agencies will rescind any action taken to implement Secretary's Memorandum No. 2004 and continue to administer their housing programs in accordance with OMB Circular A-45, as amended.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the signature line.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 18, 1979

SECRETARY'S MEMORANDUM NO. 2005

USDA Director of Public Participation

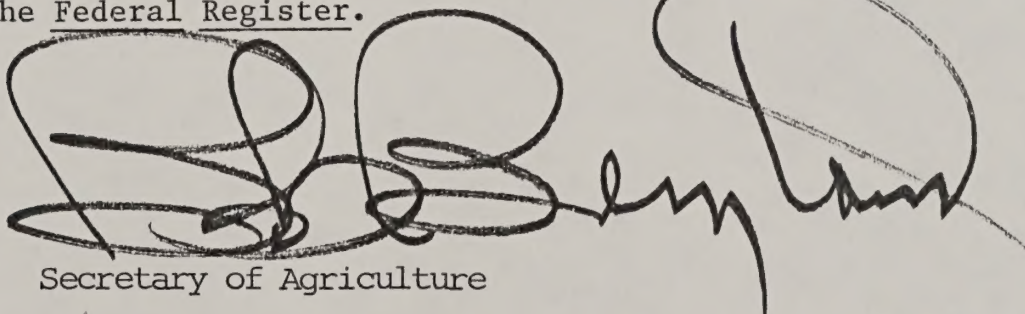
Delegation of Authority

Secretary's Memorandum No. 1955 stressed the importance of public participation in USDA decisions and directed all agencies of the Department to establish public participation offices. Additional emphasis will be placed on the importance of public participation by the actions required under the President's Executive Order 12160, which requires enhanced consumer participation in government programs.

To further strengthen and harmonize the Department's public participation activities, I am delegating the responsibility for general oversight of USDA's public participation activities to the Director, Economics, Policy Analysis and Budget. This responsibility shall be carried out through the Office of Budget, Planning and Evaluation. The Public Participation Staff of that Office will exercise general oversight of public participation in USDA. A member of that staff will be designated as USDA's Director of Public Participation.

Codification

The delegation of authority as provided in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.



Secretary of Agriculture

ORGANIZATION /-/

